JOB DESCRIPTION - DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP

IDENTIFICATION

Post Title:	Employment Support Worker	Post Ref:	
Section:	Employment Support Service	Grade:	7
Responsible to:	Team Manager		
Responsible for:	Personal development of a designated group of service users in securing relevant and meaningful employment opportunities		

JOB PURPOSE

To assess the needs of individuals with disabilities, health problems and other significant barriers to employment and to assist such clients identify, secure and maintain appropriate employment or prepare and train to participate in appropriate employment. To contribute to a seamless approach in dealing with clients and other functions of the Employment Support Service to deliver an effective and efficient service.

PRINCIPAL WORKING CONTACTS

Team Manager
Senior Employment Support Worker
Other Dundee City Council Staff
Service Users

MAIN DUTIES

1. Identify service users' employment goals and expectations and to provide information, support and advice to service users, carers and prospective employers when appropriate.

2. Provide appropriate levels of support and maintain regular contact with individual service users, including employment negotiation, on/off-the-job support, confidence building, communication and social skills training.

3. Compile initial assessments of service users to assess their employment needs and expectations.

4. Assist service users with their job search, to prepare for job interviews and facilitate assisted interviews as appropriate.

5. Identify barriers to employment and work with service users to address those barriers.

6. Identify work preparation providers for Work Experience Placement purposes and contribute to the development of employment opportunities.

7. Develop and maintain networks of support and employers, other providers, agencies and facilitate mediation, site and home visits when appropriate.

8. Develop an awareness of key issues relating to disability and employment and maintain

a working knowledge of relevant programmes.

9. Maintain written records and files in accordance with departmental policies and procedures and maintain confidentiality, individuality, dignity and independence of service users at all times.

10. Contribute to and participate in training, supervision and development of your personal/professional practice and work with management in identifying areas for potential development in work related activities.

11. Facilitate benefit checks and better off calculations when appropriate and maintain a working knowledge of welfare benefits.

12. Negotiate/agree job roles and contracts with employers via the Work Placement Agreement and facilitate access to and support in work for people.

13. Keep and maintain case files and records on the progress of individuals, take part in ongoing assessment and monitoring of skills, and participate in reviews, case conferences and other associated meetings.

14. Monitor all Health and Safety at work arrangement and demonstrate an ability to adhere to good working practices as laid down by DCC Policy and Procedures.

15. Contribute to the marketing of the service via letters, phone calls, cold calling, presentations and meetings with employers or their representatives, other agencies, providers and professionals.

16. Demonstrate a flexible approach to the job and participate in any training initiatives relevant to the demands of the Employment Support Worker role.

17. Participate/contribute to investigations, team meetings and refer people to other agencies and services when appropriate.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Employment Support Worker

DEPARTMENT/SECTION: Health and Social Care Partnership, Community Care

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Educated to HNC level or any other relevant qualification which provides evidence of academic achievement to or above SCQF Level 7, or demonstration of equivalent relevant experience.		Check certificates at interview.
RELEVANT WORK/OTHER EXPERIENCE	Provision of a professional service to a client group. Demonstrate experience of self-directed working. Experience of working effectively in a team.	Experience in compiling initial needs assessments Experience of interfacing with employers. Experience of working with other agencies.	Application Form Interview References
PARTICULAR SKILLS/ABILITIES	Demonstrate the ability to provide a support service to a client group. Organisational skills / time management skills. Excellent interpersonal and communication skills (both written and verbal).	Maintaining records. Awareness of employment programmes and the impact of welfare reform. Disability awareness. Knowledge of job seeking skills and recruitment techniques.	Application Form Interview References
PERSONAL QUALITIES	Outgoing, friendly personality. Patient, adaptable disposition. Flexible and adaptable.		Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Member of PVG Scheme or ability to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.		Interview