

Job Description – Employment Consultant

Project:	WorkAid
Work Location:	Flexible (Worthing, Bognor/Chichester areas)
Directly responsible to:	Manager, WorkAid
Overall responsible to:	The General Manager, Aldingbourne Trust

General purpose:

WorkAid is a key project within the Aldingbourne Trust providing a range of opportunities to support people to progress towards and into voluntary & paid employment. WorkAid also provides a range of related services, including vocational training, support with job profiling, job searching, skills matching, interviewing skills, interview support, work tasters, work experience, job coaching and development of 'soft' skills. In April 2020 the Aldingbourne Trust successfully retained the WSCC Supported Employment Contract and joined in partnership with Impact Workability under the umbrella name of Supported Employment West Sussex to provide a united service for residents of West Sussex with lifelong disabilities.

WorkAid may be working with individuals and groups, often as part of service level agreements that may involve several different funders and commissioners, each with specific eligibility criteria and requirements. Employment Consultants work to support independence and progression into employment, working closely with employers, other agencies and services such as Social Services, schools and colleges, day centres, Job Centre Plus, families etc. The service is predominantly based within West Sussex though often job roles are found outside of county boundaries.

Employment Consultants work with a caseload of clients, and will provide information, advice or guidance to enable effective signposting to mainstream services such as the Jobcentre Plus. Caseloads and targets may be drawn from across all WorkAid contracts and clients, and may include signposting, voluntary and paid employment responsibilities. All aspects and stages of supporting clients to find employment may be included within your working responsibilities.

Main duties:

All job descriptions in the Aldingbourne Trust are based around the 8 qualities that make a great support worker, as decided by over 350 people with learning disabilities, and their families. These 8 qualities are used by the Gr8 Support Movement to highlight what Gr8 support is.

Supportive

- Respond to requests for information/clarification from colleagues & customers.
- To accurately record and maintain required data, records and other information
- To prepare and support clients at interview and within the workplace, including support for employers, contributing towards assessments, preparing reports, attending reviews etc.
- To support people to gain employment by initiating and/or assisting with all stages in the process, including, for example, recruitment, registration, assessment and action planning, benefits advice, job profiling, job search, travel training, interview support, work experience, work tasters, employer liaison, job coaching, monitoring.
- Take responsibility for accurate and timely record keeping and administration

Connecting

- Understand & actively support the Trust's values, aims & policies through your own actions
- Promote WorkAid and the Aldingbourne Trust as an employer and service provider of choice
- To liaise as required with all parties concerned, including family carers, day service staff, Job Centre Plus, Benefits Agency, Employers, employment organisations, Social Services, and other organisations when necessary.
- Ensure clients and employers are clear about expectations
- Build & maintain positive working relationships with clients, their families / carers and employers
- Effectively participate in staff meetings, training courses and seminars.
- Ensure you maintain a programme of continuing professional development.
- Seek out and create partnerships with Employers to increase disability confident employers across West Sussex.

Encouraging

- Embrace person centred approaches and ensure positive outcomes are achieved.
- Demonstrate professionalism and care to show employers the variety of benefits of having a diverse workforce.

Friendly

- Ensure excellent communication takes place with clients and employers; adapting to each of the needs of the people you are supporting.

Advocating

- To actively raise the profile of WorkAid.
- Ensure people with learning disabilities understand their rights and responsibilities and are supported to undertake an active role in making decisions about their support.
- Identify & manage any conflict, deal with any concerns/complaints in a professional & timely manner
- To support independence and progression to enable people with learning disabilities and/or autism (including high functioning) to fulfil their potential.
- To be familiar with and to implement the principles of the Valuing People white paper (2001), Valuing People Now (2009), Equality Act (2010), Care Act (2014) and subsequent policies promoting Rights, Inclusion, Choice and Independence.

Respectful

- To effectively liaise with the Project Manager and the rest of the team.
- To work within all Health & Safety requirements, preparing and reviewing risk assessment as required, ensuring that all duties are performed within the statutory Health & Safety requirements.

Adventurous

- Consider the use of technology in enhancing performance
- Support WorkAid team members and clients across county, as required

- Contribute to new ideas & projects to achieve successful implementation
- Step out of comfort zone, to explore & consider innovative approaches to meet the Trust's objectives

Resourceful

- To contribute to meeting agreed outcomes, targets, reporting and other requirements.
- Support the WorkAid team to achieve the WSCC Supported Employment, Work Preparation and other contractual targets.

Additional Duties and requirements:

- To perform any other duties that are commensurate with the post and may be specified from time to time by the organisation.
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- This post is a regulated activity. As the post holder, you will be expected to undertake a DBS check, at enhanced level and against the Adult Barring List. Regulated activity (adults) as defined by the Safeguarding Vulnerable Adults Groups Act 2006 from 10th September 2012, for the purposes of this post are: providing personal care, assistance with general household matters, conveying people. We have assessed this post and are satisfied that it is reasonable and likely that the post holder will be required to engage in any or all of these regulated activities.

The Person Specification: Employment Consultant

Essential:

- Proven ability to adapt your communication with a wide variety of people.
- Ability to manage own time, workload and targets
- Excellent planning and co-ordination skills
- Proven 'people' skills, ability to support individuals to gain vocational skills
- Skills to identify vacancies, working with employers and other services.
- Excellent networking skills.
- Excellent written, numeracy and IT skills.
- Own transport.

Desirable:

- Experience of working with people with learning disabilities and/or autism (including high functioning)
- Teaching or training qualification.
- Experience in developing risk assessments
- Knowledge of local employment market
- Proven track record of target achievement

Last Updated:

June 2020

Terms and Conditions: Employment Consultant

- The contractual hours for this post are 37.5 hours per week (Monday – Friday).
- Fixed term 12 months 1 August 2020 to 31 July 2021
- Salary - £20,841.37 (Pt 120), Pension: NEST scheme to eligible staff.
- Life Assurance: 2 x your annual salary.
- Annual leave: 33 days in each year including Bank Holidays.
- After the first month's service, 2 weeks at full pay in a rolling 12 month period.
- Emergency Family/Carers leave: up to 6 days per annum.
- Wellbeing Service.
- Bicycle voucher Scheme.