

FORTH SECTOR**JOB DESCRIPTION**

POST: EMPLOYMENT ADVISER
RESPONSIBLE TO: SERVICE DELIVERY MANAGER

PURPOSE OF THE JOB: To support clients to secure, sustain, and progress in open employment using the 5 Stage Model of Supported Employment.

KEY PERFORMANCE INDICATORS

- The number of clients securing, sustaining and progressing in employment
- The quality of the client experience evidenced by feedback from them and audit
- Levels of compliance and effective practice
- Team participation and support

KEY TASK AREAS

- Engagement with referral agents, prospective and new clients
- Employer Engagement
- Supporting clients to access, retain and progress in employment
- Monitoring, reporting and compliance
- Continuous professional development

Engagement with Referral Agents, Prospective and New Clients

- Engage with referral agents and promote Forth Sector's services.
- Undertake Assessments of client eligibility for support from the service
- Sign post clients to alternative agencies as appropriate

Helping Clients to Secure and Retain and Progress in Employment

- Utilise the methodologies of the 5 stage model of supported employment to support clients
- Develop client Vocational Profiles
- Develop and implement Action Plans and In-work support strategies
- Use appropriate strategies to enable clients to access employment
- Provide in work Job coaching or other supports as required
- Ensure clients receive appropriate welfare rights advice before commencing employment

Employer Engagement and Job Retention

- Target and engage with appropriate businesses
- Develop positive relationships with potential employers and promote the concept of Supported Employment to them
- You may occasionally be asked to work unsocial hours in order to provide in-work support and job coaching at times that suit clients' work patterns
- Introduce clients to potential employers and assist them in accessing job opportunities
- Undertake health and safety assessments of work place
- Liaise with employers to ensure appropriate support is in place to enable employment to be sustained
- Provide regular support to clients for the first twelve months of their employment.
- Provide clients and employers with information/advice on reasonable adjustments they may require in the work-place

Monitoring, Reporting and Compliance

- Record and store securely client data as required
- Provide accurate and timely reports for internal and external use as required
- Cooperate with internal and external audits and evaluation

Continuous Professional Development

- Undertake such training and personal development as may be required to provide an effective service and to ensure compliance with the law or contractual requirements, and, where appropriate, share training expertise with colleagues
- Keep up-to-date with developments in employability, administration procedures, and processes

- Attend and participate in team meetings
- Actively participate with own appraisal and performance reviews .

Team Participation and Support

- Work with and support other team members to ensure a positive client experience and successful employment outcomes for them
- Contribute to the overall achievement of Forth Sector 's mission and objectives
- Contribute to creating a supportive working environment for colleagues and clients

You may be required to undertake any other reasonable duties related to the provision of employability services.

PERSON SPECIFICATION - EMPLOYMENT ADVISER

The successful applicant must be able to demonstrate empathy for our client group, be committed to the promotion of a supportive working environment and support the aims of the organisation. All posts may be subject to change as the organisation grows and develops. Staff must be able to adapt to change and, therefore, flexibility is a key attribute required of all employees.

Criteria	Essential	Desirable
Skills		
Good interpersonal skills	✓	
Excellent team working skills	✓	
Good written and verbal skills	✓	
Ability to empathise and motivate individuals facing barriers to employment	✓	
Ability to establish good relationships with mainstream employers in order to develop employment opportunities	✓	
Organised and systematic approach to monitoring and reporting	✓	
Ability to work with people at all levels within the organisation and externally	✓	
Ability to work without direct supervision	✓	
Excellent analytical and problem solving skills	✓	
Ability to challenge negative attitudes constructively	✓	
Good general ICT skills including Word, Excel and Outlook,	✓	
Knowledge		
Knowledge of the 5 Stage Supported Employment Model	✓	
Working knowledge of relevant employment legislation	✓	
An operational knowledge of professional boundaries and confidentiality.	✓	
Knowledge of relevant agencies for signposting		✓
Working knowledge of health and safety in the workplace	✓	

Knowledge of other Employment initiatives	✓	
Experience		
Experience of providing support to people with disabilities		✓
Experience of providing outcomes-focussed employability services to individuals facing barriers to employment		✓
Experience of caseload management		✓
Experience of working in a performance focussed role		✓
Experience of delivering formal and informal training or coaching		✓
Experience of providing in-work support		✓
Experience of engaging with businesses		✓
Experience of working with employers to establish employment opportunities for clients		✓
Recruitment and selection experience		✓

Signed :

Date:

Signed :

Date :