

Employment Adviser Job Description

General:

Job Title:	Employment Adviser
Responsible to:	Service Delivery Manager
Location:	Edinburgh
Hours of Work:	Full time (35 ¾ hours per week)
Salary:	£22,096 rising to £23,284 (pending career development and salary review) after 15 months successful performance in the post

Project:

The Employment Adviser delivers the 'All in Edinburgh' supported employment contract. The project supports people with disabilities into sustainable paid employment using the 5-stage Supported Employment Model as accepted and endorsed by the Scottish Government.

Overall Purpose of the Job:

Employment Advisers identify and develop employment opportunities and routes into employment, including education and training, for people with disabilities and/or health conditions including those with specialist high support needs.

You will provide a personalised support service, assisting clients to develop skills, motivation & confidence to enable them to move towards a positive employment destination. You will deliver telephone support, face to face visits, and appropriate employment support activities as required.

Responsibilities:

Client support

- To work with disabled people including those with specialist high support needs (clients) assisting them to:
 - Identify their skills and employment support needs
 - Formulate action plans
 - Compile written media, eg: CVs
 - Job search using a variety of media including the internet
 - Advocate between clients and other agencies, eg: benefits advice
- To market individual clients to employers/further education/training opportunities, using a range of marketing strategies including presentations
- To locate paid jobs, deliver outcomes and meet targets as part of a team.
- To devise, implement, deliver & monitor appropriate support strategies (for individuals and employers) plan, evaluate and review their requirements in partnership with them, to enable clients to perform effectively in the job, the working environment and the employers' expectations to sustain employment
- To ensure that the service complies with standards set by Into Work and meets the contractual or partnership requirements of relevant local authority or external agencies

Responsibilities continued:Project Team

- To promote the work of the organisation and the project to: employers, further education providers and other agencies in order to build awareness and understanding of the service and the needs of Into Work's client groups.
- To make a positive contribution towards the development and sustainability of the team's specialist service, including participation in team activities and planning sessions
- To present a value-based approach when working with clients, colleagues and all other contacts.
- To promote skill sharing with project team colleagues and the wider organisation.

Monitoring and Reporting

- To record and summarise notes from client meetings using IT and paper systems as required by the project and its funders.
- To maintain client files ensuring that they are up to date and contain relevant signed documents as required by the project and its funders
- To assist in the evaluation and monitoring of the project, and with reporting to funders / stakeholders

General

- To promote and undertake all work activities in line with Into Work's values
- To attend and contribute to team and organisational meetings as required
- To comply with Into Work policies and practices, following procedures as required.

Other

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by any changes in the role other than those given in the job specification.

The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job description from time to time.

Person Specification:

<u>Knowledge and Skills</u>	E	D
1. Knowledge of issues relating to people with disabilities and employment	✓	
2. Knowledge and understanding of disabilities, in particular Autistic Spectrum Disorder, Acquired Brain Injury, Mental Health Issues and Learning Disabilities		✓
3. Communication skills – the ability to work with a range of people at all levels within a variety of work cultures and environments; awareness of how one is perceived by others; excellent written and verbal communication skills	✓	
4. Influencing and negotiation skills – motivating and inspiring others; working in partnership to achieve a goal	✓	
5. Awareness of and ability to understand and respond appropriately to clients' behaviour and needs	✓	
6. Ability to handle competing priorities and make value-based decisions	✓	
7. Initiative and follow-through – the ability to work independently, self-organise and record work	✓	
8. Team working skills – relationship-building, a keen desire to share information and knowledge	✓	
9. IT literacy (Microsoft office products or equivalent) including a good working knowledge of email/diary management and word processing	✓	
10. Presentation or training delivery skills		✓
11. Knowledge/awareness of social media		✓
<u>Experience</u>	E	D
12. It is essential that new employees have experience in either the recruitment / HR sector or support to vulnerable people / voluntary sector.	✓	
13. Experience of managing a client caseload including the use of recording systems		✓
14. Experience of establishing effective working relationships e.g. clients, advocates, carers, employers	✓	
15. Experience of making oral and visual presentations		✓
16. Experience of working towards positive client outcomes	✓	
17. Ability to network effectively and develop partnerships with a range of external organisations	✓	
<u>Qualifications</u>	E	D
18. A willingness to complete the Professional Development Award in Supported Employment Practice at SCQF level 7 during the first year of employment	✓	
19. An employment, recruitment or disability related discipline		✓

Key

E – is Essential

D – is Desirable

Person Specification continued:

<u>Other</u>	E	D
20. This position requires the ability to self-travel throughout Edinburgh & the Lothians in order to attend meetings and support clients.	✓	
21. A clean driver's licence and access to a vehicle would be a distinct advantage. Business travel costs are reimbursed in line with Into Work's policy and procedures.		✓

<u>Personal Qualities</u>	E	D
22. Is committed and works to Into Work's values	✓	
23. Is committed to the principles of inclusion	✓	
24. Has a neat personal appearance and a pleasant manner	✓	
25. Works methodically, accurately and neatly	✓	
26. Has drive, self-motivation and enthusiasm	✓	
27. Can adapt and operate effectively within a culture of change	✓	

Key

E - is Essential

D - is Desirable

Benefits

The following conditions are available on completion of company induction:

- 34 days annual leave per year including public holidays (pro rata for part-time posts)
- A standard working week of 35 hours, 45 minutes for full time staff
- Flexi time work scheme which allows full time staff to vary their work hours within set parameters
- Access to a pension scheme with company contributions
- Access to the Into Work Occupational Health Scheme (on completion of probation)