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# Job Description

## Team: Re-Instate Ltd

**Post Title: Employment Project Worker Reporting to: Employment Service Co-ordinator Responsible for: None**

**Main purpose of the job:**

Your proven knowledge and experience of supporting adults with autism will enable them to:

* Prepare for work
* Find suitable paid positions
* Learn their respective jobs
* Retain their jobs

To support these clients throughout the lifetime of the project.

## Major Duties and Responsibilities:

* Meet regularly with clients and their carers (if required), build up rapport and trust.
* Contact employers to set up work preparation placements and paid work and promote good practice with employers to support employees well-being
* Manage a caseload of clients, helping them meet their employment goals
* Travel training - Transport clients to and from workplace. If appropriate help clients to learn how to use public transport and plan journeys to and from work.
* Work with clients at employer’s premises (factories, shops, kitchens, offices etc) by training clients in new work tasks and work routines.
* Produce individual employability action plans and training aids to help each client become work ready and cope in mainstream employment on an individual basis and through planning and delivery of Pre-Employment programmes
* Liaise with the Job Centre, Benefits Agency and other strategic providers etc. on behalf of clients and to refer to other support programmes.
* Understand the benefits system and be able to advise clients how this may affect their personal circumstances.
* Assist clients to fill out forms where necessary (benefits, job applications etc.)
* **Ensure all administrative duties associated with the delivery of the specific employment service activity – including computerised systems, record keeping and information governance are completed in an accurate and timely manner.**
* Maintain and develop excellent communication with all key contacts including colleagues, and partner providers of specialist and non-specialist services, Service User and Carer Groups.
* Publicise the work of the project to local employers and Bexley residents via local press and local forums.

Desirable Training: Training in Systematic Instruction (To be provided)

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## Job Activities:

Mentally and physically demanding work carried out in a variety of workplaces to meet the needs of service users or at the line manager’s request.

All staff working in the department have a responsibility for promoting and supporting the Council's and Re-Instate’s policies and procedures for safeguarding. You should ensure that you carry out your duties and work at all times in a way that ensures the safeguarding and welfare of service users.

Contribute to maintaining safe systems of work and a safe environment.

Undertake other duties appropriate to the grade of the post.

# Person Specification

## Team: Re-Instate Ltd

**Post Title: Employment Project Worker**

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| **Selection Criteria** | **Essential/ Desirable (E/D)** | **Method of Assessment**  **(A/I/T)\*** |
| (a) **Education and Formal Training**  Training in systematic instruction. Good general standard of education | **D E** | **A/I A/I** |
| (b) **Experience and Knowledge**  Proven knowledge of autism and experience of supporting adults with autism or mental health needs  Experience of working on own initiative with problem solving situation.  Proven ability to establish links with other agencies and employers. | **E E E** | **A/I A/I A/I** |
| **(c) Skills and Abilities**  Able to communicate effectively both verbally and in writing.  Ability to escort clients to work placements or paid employment.  Ability to cope with a mentally and physically demanding job.  Ability to be flexible with working hours (sometimes at short notice), to provide support to working clients, to include Bank holidays and weekends.  Good presentation skills.  Willing to undertake an enhanced DBS check.  Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.  Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. | **E**  **E**  **E**  **E**  **E**  **E**  **E** | **A/I**  **A/I**  **A/I**  **A/I**  **A/I A/I**  **A/I**  **A/I** |

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| Ability to listen to customers, understand their needs and maintain professional boundaries.  Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations.  Demonstrate a capacity to work alone effectively and the ability to keep calm under pressure.  Demonstrative administration and IT skills | **E E**  **E**  **E** | **A/I A/I**  **A/I**  **A/I** |

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| **\*Selection Method key:** |  | |
| **I = Interview** | **A = Application Form** | **AT = Ability Test** |
| **PQ = Personality Questionnaire** | **P = Presentation** | **PE = Practical Exercise** |

**High Performance Indicators**

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| **Post Title:**  **Employment Project Worker** | | **Job Family: Customer Facing** | **Grade: Bexley 07** |
| Posts in this job family will provide direct services to customers and achieve results  through personal delivery. These jobs will not hold day to day supervisory responsibilities but may hold a case load or provide direct customer facing services to the public. | | | |
| **Values** | **Behaviours for staff** | | |
| **Innovation** | I respond flexibly and adapt to changing demands  I am prepared to take managed risks to achieve better outcomes  I ask ‘What if…? to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and  challenge the status quo | | |
| **Leadership** | I demonstrate a clear sense of purpose and direction, in line with organisational objectives  I am willing to take difficult decisions  My personal actions promote a positive image of Bexley | | |
| **Partnership** | I show respect for others and value contributions from internal and external partners and customers  I recognise the right solution, regardless of who initiated it  I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver | | |
| **Listening and Responding** | I acknowledge other people’s viewpoints and work with them to find a win-win solution  I prepare and present information anticipating questions and problems  I adapt my style to the audience and their needs, using the most appropriate communication channels | | |
| **Open and Accessible** | I see issues from the customer / user perspective  I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs  I seek to build and maintain positive relationships with customers and partners | | |
| **Impact** | I prioritise my activities and resources to focus on those which have the most impact for residents  I take responsibility for making things happen and achieving my objectives  I make decisions and clear recommendations based on my professional  opinion, experience, and informed by a range of information and evidence | | |

**Applicants will be assessed against these criteria and high performance indicators throughout the recruitment process.**