

## Employment Adviser - Job Description

Job Title:	Employment Adviser
Responsible to:	Service Delivery Manager
Location:	Edinburgh
Salary Range:	£22,988 to £24,696

### Project:

The Employment Adviser delivers the Into Work supported employment project. 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 and online video support, face-to-face visits and other appropriate employment support activities as required.

### Responsibilities:

#### Client support

- To work with people (clients) who have a disability or health condition, including those with specialist high support needs, assisting them to:
  - Identify their skills and employment support needs
  - Remove barriers to employment
  - Create action plans
  - Compile written media, e.g. c.v.
  - Job search using a variety of methods and approaches,
  - Interact with other agencies e.g. NHS Community Mental Health Teams
- To market individual clients to employers, further education and training providers and advocate on their behalf, using a range of marketing strategies including presentations.
- To locate paid jobs, deliver other outcomes and meet targets as part of a team.
- In consultation with clients and employers, devise, implement and then monitor appropriate in-work strategies and reasonable adjustments. Plan, evaluate and review these requirements to enable clients to perform effectively in their jobs. Review the working environment and the employers' expectations to help people 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 funding agencies, including any compliance requirements.

### Responsibilities continued:

#### Project Team

- Promote the work of the organisation and the project, using a variety of appropriate communication methods. 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 group.
- Make a positive contribution towards the development and sustainability of the Into Work's specialist service, including participation in wider team activities, planning sessions and small or short-term projects
- Present a value-based approach in all aspects of working with clients, colleagues and other external contacts.
- Promote and participate in skill-sharing with project team colleagues and the wider organisation.

#### Monitoring and Reporting

- Summarise and record notes from client meetings and the collation of data, using appropriate systems, including digital processes, as required by the project and its funders.
- Maintain client files, including digital records, ensuring that they are up to date and contain relevant signed documents as required by the project and its funders
- Assist in the evaluation and monitoring of the project, including the collation and reporting of data and other information to funders and other stakeholders

#### General

- Promote and undertake all work activities in line with Into Work values
- Attend and contribute to team and organisational meetings as required
- 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.

### Line Management:

The Employment Adviser reports to their Service Delivery Manager with regard to day to day work activities.

**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 <b>or</b> 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	✓	
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	✓	

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