



JOB DESCRIPTION

Job Title: Employment Officer
Reporting To: Employment Manager

MAIN PURPOSE:

The Employment Officer (EO) will support participants with Learning Disability and/or Autism to prepare for and secure paid employment opportunities. Using the supported employment model, you will deliver an individually tailored programme that will guide participant's progression towards their agreed employment goals. The EO will be required to engage with new and existing employers to source employment opportunities, deliver disability acceptance training and provide ongoing support in the workplace to participants and employers. You will also recruit eligible participants onto the programme which will involve engaging with a wide range of organisations as well as individuals and their parents/carers.

MAIN RESPONSIBILITIES:

- Support participants with disabilities to prepare for and secure paid employment. This includes developing a good working relationship with participants to understand their skills, employment goals and barriers that may prevent them from working.
- Ensure thorough and accurate participant records. All required paperwork should be maintained to a high standard, in line with GDPR requirements and is subject to regular audits.
- Deliver work preparation support to participants including job preparation training, setting up work experience opportunities and providing support throughout the recruitment, selection and job induction process.
- Support participants within the workplace to ensure they are making progress. This includes intensive 1-1 job coaching when required, regular support visits to employer premises and liaising with employers on reasonable adjustments.
- Develop relationships with new employers, as well as maintaining and building on existing employer relationships. This includes recruiting employers to offer opportunities, delivering diversity/disability acceptance training and regular liaison with employers to ensure positive outcomes.
- Carry out a detailed Job Analysis on site with employers to include tasks/ duties to be undertaken by participants as well as relevant health and safety and risk assessment information.
- Develop good working relationships with other stakeholders. This includes parents/carers and colleagues in other agencies e.g; careers service, Health & Social Care personnel, schools, training organisations, Further Education / Higher Education institutions.

PERSONNEL SPECIFICATION

Essential Criteria

- Educated to Level 3 or equivalent i.e. A level, AS level, NVQ level 3
- A minimum of 1 years' experience supporting people with disabilities or disadvantage within an employment, training or educational setting.
- A proven track record of supporting people with disabilities/disadvantage to achieve their personal goals eg employment, educational or training related.
- Able to communicate effectively and confidently with a wide range of stakeholders.
- Knowledge and understanding of the DDA, the duty for reasonable adjustment and basic knowledge of employment law.
- Proficient in the use of Microsoft Office applications.
- An understanding of the employment barriers people with learning disability or autism encounter.
- Current full driving license, valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full. N.B: Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license.
- The post-holder will be required to travel other Orchardville locations and to external stakeholder premises on a regular basis and therefore the successful candidate must have or be prepared to arrange "Business Use" car insurance to fulfil the duties of the role.

Desirable Criteria

- Experience of working within a Supported Employment organisation/ recruitment agency or sales focused environment.
- Recent experience of negotiating employment opportunities for people with disabilities/ disadvantage.

Requirements

The post holder will be asked for proof of the right to work in the UK and will be required to undergo an Enhanced Access NI check (funded by Orchardville).

In addition, applicants must be able to demonstrate our values of **Empowerment**, **Quality**, **User** focused, **Integrity**, **Passion** (EQUIP)

