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**Job Description**

**Job Title:** Community Placement Officer

**Reporting To:** CIP Manager

**Location:** Belfast

**MAIN PURPOSE:**

Working within the Employment & Community Service, the Community Placement Officer will provide ongoing support to participants with Learning Disability who attend work placements in the community. You will engage with a wide range of employers based mainly within the Belfast are. This includes retail, catering/hospitality, health & social Care and admin/ IT businesses. You will be responsible for ensuring participants maintain placements and identify ways in which they can progress within the work place and to other Orchardville projects. You will also be required to engage with other stakeholders such as parents/carers, supported living staff and social workers regarding progress, any challenges which arise and practical issues.

**MAIN RESPONSBILITIES:**

* Support approximately 60 participants who attend community work placements through regular monitoring site visits. This includes developing a good working relationship with participants to understand their skills, aspirations and addressing any day to day issues which arise.
* Deliver 1-1 training to participants as required eg job coaching, travel training, budgeting skills.
* Facilitate annual reviews with participants on your case load including Outcome Star assessments to track progress and distanced travelled.
* Liaise with other colleagues regarding referrals to/ from the community placement programme including young people preparing to leave school who are interested in sampling opportunities.
* Develop and maintain relationships with employers offering community placements. This includes engaging with employers during visits, discussing progress and identifying additional opportunities for participants.
* Develop good working relationships with other stakeholders. This includes parents/carers and colleagues in other agencies e.g; Social Workers, Supported Living staff etc
* Ensure that all participant information is recorded and compliant with Orchardville processes and procedures and adheres to GDPR regulations

**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, residential or educational setting.
* Able to communicate effectively and confidently with a wide range of stakeholders.
* Proficient in the use of Microsoft Office applications.
* An understanding of the employment barriers people with learning disability or autism encounter.

**Desirable Criteria**

* Third Level qualification
* A proven track record of supporting people with disabilities/disadvantage to achieve their personal goals employment, educational or training related.

**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).

**Other Requirements**

* 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.

In addition, applicantsmust be able todemonstrate our values of **E**mpowerment, **Q**uality, **U**ser focused, **I**ntegrity, **P**assion (EQUIP)

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