

**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

**JOB TITLE:** EMPLOYMENT LINK WORKERS

**DIVISION:** LEARNING & SKILLS

**GRADE:** BAND 8

**RESPONSIBLE TO:** BUSINESS DEVELOPMENT MANAGER

**POST REFERENCE NO:** 106235

# Purpose of Post

1. To find, access and maintain paid and unpaid employment opportunities for Working Age Adults with additional needs. In particular focusing on full time, paid work which may result in income being generated for Hartlepool Borough Council
2. To facilitate the social inclusion of people with disabilities/ additional needs
3. To assist in working closely with other agencies to enable consistent and integrated services for people with disabilities.

**Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representatives groups and working with Elected Members as appropriate.

**Key Relationships:**

* Disability Employment Advisors
* Hartlepool Working Solutions
* Job Centre Plus/DWP
* Employers
* Families and carers
* Service users
* Colleges
* Other Council Departments

**Liaison:**

* Head of Service Adults
* Statutory and Independent Sector Agencies
* Social workers
* Provider Services Staff
* Health Professionals

**Main Duties and Responsibilities**

1. To identify working age adults with additional needs with the support of other professionals, who wish to access employment. The work may result in additional income being generated for Hartlepool Borough Council
2. To work with an allocated case load ensuring individuals receive the correct service provision.
3. To work in partnership with others to assess and review people’s expressed needs, rights, risks, strengths, responsibilities and resources.
4. Arrange job tasters for individuals as a follow up to job awareness sessions as and when

required.

1. To monitor and evaluate each job/placement within agreed departmental policies/procedures.
2. To undertake vocational profiling within a person-centred planning framework including job analysis forms.
3. To undertake job awareness sessions to help develop self determination and informed choice.
4. To match individuals with jobs.
5. To job find and prepare/support the individual through the application/interview process.
6. To Carry out health and safety risk assessments on all voluntary and permitted earnings placements; as well as undertaking site assessments and specific preparation for employment once the individual has obtained a job including identifying specific training needs and acting on them.
7. To facilitate and support the transition to employment in a manner which facilitates social inclusion and integration and to avoid segregation within the workforce.
8. Provide short term support to clients (In the workplace) once they have moved into employment (maximum of 6 weeks).
9. Carry out a review of client and employment after 6 weeks.
10. To ‘transition’ individuals to ‘natural’ work supports as relationships develop.
11. To work alongside/provide feedback to health professionals, Social Workers and other care workers within specific assessments, care plans and risk assessments. This may also include attending Annual reviews or provide feedback to Social Work Teams on any issues in relation to the client’s employment.
12. Support clients to work with Job Centre Plus Advisors to undertake “Better off” In Work calculations and to answer benefit enquiries.
13. To ensure good communication exists with services users, Carers, other professionals and employers.
14. Support clients to access appropriate education and training opportunities as well as other specialist provision (such as Mental Health Support Services) to enable service users to become more employable and to function and participate to their optimum level.
15. To organize employment focused training sessions for working age adults.
16. To work in partnership with other workers and agencies to identify, and report any risks of harm and abuse.
17. Support clients with transport information when moving into work.
18. To keep appropriate record(s)/Databases as required including Care First.
19. The Post holder may at times be responsible for the administration and collection of cash through employment initiatives such as CSCS tests.
20. The post holder will follow any procedures in relation to key areas of security, including buildings, information governance and data protection principals.
21. To work flexibly to respond to the needs of both individuals and the wider services; this may include evening or weekend work or working to a roster.
22. To follow all relevant statutory policy Codes of Practice and Procedure Guideline requirements.
23. As part of your continuous professional development, you will update your field of study to reflect client specific conditions such as, (but not limited to) Mental Health, Autism. Learning and Physical Disability, Sensory Loss, Dementia (Working Age Adults) and Older People.
24. Above all, to ensure a positive person-centred approach which promotes participation, social inclusion and enables the person to gain self determination and to exercise informed choice.
25. To provide information, advice and guidance to working age adults.
26. The post holder will undertake any other duties reasonably required.

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES, INCLUDING A DBS CHECK.**