**JOB DESCRIPTION**

**Regeneration & Neighbourhoods**

**JOB TITLE:** Routes to Work Key Worker

**DIVISION:** Learning and Skills

**GRADE:** Band 8

**RESPONSIBLE TO:** Routes to Work Project Co-ordinator

**POST REFERENCE:**  107389

**Purpose of Post**

1. To find, access and maintain paid employment, training, volunteering, and work experience opportunities for Working Age Adults including vulnerable individuals through case loading.
2. Assist Project Co-ordinator with development and co-ordination of employability and training programmes.
3. Responsible for promoting Routes to Work to residents, agencies and partners through network events and training forums.

**Key Relationships**

* Other Hartlepool Borough Council departments
* Job Centre Plus/DWP
* Colleges
* Employers
* Service users
* Elected members
* Training Providers

**Main Duties and Responsibilities**

1. Responsible for the identification of eligible working age adults who wish to access training, volunteering, work experience and paid employment opportunities.
2. To manage an allocated caseload ensuring individuals receive regular independent information, advice and guidance through reviews and action planning.
3. Responsible for monitoring and updating information regarding caseload within agreed departmental policies / procedures and use of interdepartmental systems. Ensuring efficient supply of monitoring information to internal officers and external funding partners as requested.
4. Responsible for the planning and implementation of pre-employability courses including route ways, working in partnership with local training providers, DWP and employers.
5. Responsible for health and safety risk assessments on voluntary placements or work placements as appropriate.
6. Work in partnership with multi agencies to support individuals to access appropriate education and training opportunities as well as other specialist provision (such as Mental Health Support Services) in order to optimise their employability.
7. Provide in work support to individuals where appropriate.
8. Attend relevant events or meetings which raise the profile of the department and promote services. Also deputise for colleagues as appropriate.
9. To facilitate the social inclusion of people with disabilities/ additional needs
10. To participate in professional development opportunities as required
11. To be able to travel independently.
12. Any other duties of a related nature which might reasonably be required and allocated by the Project Co-ordinator

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.

Date: April 2018

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**