# DARLINGTON BOROUGH COUNCIL

 **CHILDREN’S & ADULT’S SERVICES**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **POST TITLE :**  | Routes to Work Key Worker |
| **GRADE :****JOB EVALUATION NO.** | Band 8E3432 |
| **REPORTING RELATIONSHIP** | Routes to work Programme Coordinator |
| **JOB PURPOSE :** | To manage a caseload of Routes to Work participants and provide them with 1:1 support, helping them overcome barriers to employment and training.  |
| **POST NO.** |  |
| **PDR COMPETENCY FRAMEWORK** | Level 1, Expected Competencies for all employees |

**MAIN DUTIES/RESPONSIBILITIES**

1. Work with referral partners to promote Routes to Work to participants
2. Undertake participant eligibility check of all participants
3. Carry out comprehensive initial assessment with all participants
4. Develop with participants an action plan with clear goals, identified barriers and measures to overcome these barriers
5. Regularly review the progress of participants
6. Manage a participant caseload and review ongoing progress, liaising closely with the full range of specialist partners as appropriate
7. Work in partnership and carry out joint key working in order to achieve improved outcomes for participants
8. Support participants to access resources and services to increase their employability to help them achieve their goals
9. Provide Information, Advice and Guidance and support participants with job search, application / CV writing and appropriate mock interviews
10. Work with participants to address barriers towards engagement, referring in to specialist partners where required
11. Promote volunteering opportunities, through partners, as a stepping stone to employment and training.
12. Identify appropriate employment and training opportunities for designated participants

1. Promote participants to employers and assist in the placement of participants into jobs
2. Promote participants to colleges and training providers and assist in the placement of participants into further education and training
3. Provide ongoing support to participants once they have been placed into employment to ensure sustainability
4. Meet agreed performance targets
5. Ensure that all project recordings and management information systems are adhered to and kept in place
6. Integrate, share knowledge and spread best practice with other Key Workers, staff and partners with the Routes to Employment programme
7. Maintain participant confidentiality at all time
8. Be prepared to work creatively and flexibly, which may occasionally include evening and weekend work
9. Work as part of a team, attend team meetings and participate in staff training and development.
10. Assist in the implementation of administrative and financial control systems.
11. Ensure that you work in line with all the Council’s policies and procedures and ensure that you are aware of your obligations under these.
12. Behave according to the Employees’ Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
13. Carry out your role in line with the Council’s Equality agenda.
14. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
15. Any other duties of a similar nature related to this post that may be required from time-to-time.
16. This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date : 2nd March 2021 **Error! Reference source not found.**