

Job Description

Job Title: ATD Support Worker **Reports to:** ATD Team Leader

Division: Jersey Employment Trust (JET) Ltd. **Hours:** 38 per week

Starting salary: £32,505 per annum

JET mission statement:

Our aim is to empower and facilitate people in Jersey with a disability and/or long-term health condition. To maximise their potential to gain and develop skills towards employment through individual training and support.

Job Purpose:

To support clients within Acorn group projects to develop a variety of skills, enabling them to progress towards their volunteering, training and employment goals.

To support clients with a disability and/or long-term health condition, ensuring the level and type of support meets the needs of the clients.

Principal Accountabilities

1. Providing practical and emotional support to clients with disability and long-term health conditions within the projects of Acorn Training and Development on premises at Acorn and at external locations as required.
2. Working in partnership with the client, maximising their ownership and control over gaining the necessary skills to assist them to progress onto volunteering services, further vocational/training programmes within Acorn Training and Development services or other services within Jersey Employment Trust.
3. Working in partnership with the project tutor to oversee the running of group projects.
4. Supporting clients to be involved in a variety of tasks within the projects, whilst encouraging them to develop their interpersonal and work-related skills.
5. Ensuring appropriate tasks are identified for each group using a person-centred approach.
6. Assisting clients in identifying their goals and realistic aspirations and help formulate an agreed action plan.
7. Liaising with other staff members within JET, ensuring good communication between the teams and that services are coherent and meet the needs of the clients.

8. Working in partnership with other agencies and services to maximise service delivery for individual clients and groups.
9. Providing advice, guidance or signposting to clients onto other additional support available to enable them to progress to employment goals.
10. Seeking advice and guidance from the Occupational Therapist and other relevant senior staff regarding specific adaptations or alterations for clients if required, to assist clients to progress.
11. Maintaining Quality Assurance systems including databases, personal records, reports and statistical data in line with the data protection law and as directed by line manager.
12. Working within current legislation and adhering to policies and procedures within JET e.g. Adult Safeguarding procedures, Health and Safety procedures and helping ensure client risk assessments are in place and kept up to date.
13. Assisting with any marketing or promotional initiatives for the Acorn Training and Development Service, liaising with the other team members and other relevant parties.
14. Identifying any safeguarding issues and bring them to the immediate attention of the line manager and/ or senior management team. To ensure your knowledge of safeguarding is kept up to date by attending training and being aware of the reporting processes.

Secondary Duties:

1. To participate in specific and generic training for personal career development and assist in the delivery of such events to fellow co-workers when deemed appropriate.
2. To provide cover for colleagues when required as directed by your line manager which could include occasional weekends.
3. To maintain client records and undertake any other administrative tasks related to the Acorn Training and Development service.
4. To provide appropriate clerical cover to ensuring the smooth and efficient running of daily operations within the service.
5. To help promote the service through networking, participating in presentations or other marketing events.
6. To undertake any other duties as requested by your line manager or the Client Services Manager.

Knowledge, Skills, Experience, Qualifications:

		Essential	Desirable
1.	A good general educational background.	√	
2.	A professional qualification in Supported Employment, Teaching, Training, Human Resources or Information Advice and Guidance.		√
3.	Support work experience/experience of working with people with disabilities and/or health conditions	√	
4.	Be computer literate and able to use Microsoft Office software.	√	
5.	Experience in a retail/commercial business environment.		√
6.	Excellent communication and presentation skills both oral and written.	√	
7.	Ability to work on own initiative and organise own workload with supervision from the Team Leader.	√	
8.	Have a positive attitude towards disabled people and an understanding of the barriers they face in trying to enter the labour market.	√	
9.	Knowledge of health and safety in the workplace and data protection laws.	√	
10.	Experience of providing vocational training.		√
11.	Understand quality assurance procedures and assist to implement.		√
12.	Experience of working in a multi-agency environment.		√
13.	An ability to work as part of a team and share information with co-workers.	√	
15.	5 years residency or deemed residentially qualified.	√	