

JOB DESCRIPTION

Job Title:	Employment Coordinator	Reports to:	Senior Employment Coordinator
Division:	Employ Jersey Ltd.	Hours:	38

Starting salary: £34,086 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 maintain open employment through individual training and support.

Job Purpose:

To provide a comprehensive and coherent employment support service to people with a disability, including people with learning difficulties, mental health needs, brain injuries, physical impairment, neurodiversity, and/or long-term health conditions.

To manage a caseload of clients and coordinate Employment Action Plans which will enable clients to increase their confidence and skills. To provide a range of support to clients to enable them to reach their employment goals and to work closely with all other service areas of JET. To work in partnership with other agencies and organisations that can provide additional support to people with a disability and/or long-term health condition.

Principal Accountabilities:

- To always work in partnership with the individual, to maximise their ownership and control of the process of finding employment.
- To provide information, advice and guidance on training and employment options that are available locally.
- To assist individuals to formulate goals and realistic job aspirations and to assist and facilitate in a self-assessment process that leads to an agreed action plan to meet their specific needs and requirements.
- To facilitate, develop and deliver where necessary, appropriate training to assist individuals in the development of employability skills and reach their desired goals and aspirations.
- To liaise with employers and source work experience and work trial placements to facilitate acquisition of skills and clarification of job aspirations.
- To provide appropriate pre-employment support including assistance in job search activity, preparation of applications and CV's facilitate mock interviews and directly canvass employers on an individual's behalf.

- To undertake employment needs assessments prior to the commencement of work experience, trial, or job placement to determine client's support needs and/or potential reasonable adjustments.
- To seek advice and guidance from the Occupational Therapist within the Trust regarding any specific adaptations or alterations to premises or work routine that may be required to meet individual requirements.
- To provide or coordinate and supervise one to one on the job training during an individual's induction to work or when additional training is required, ensuring the person is not either over or under supported at these critical times.
- To promote the skills and abilities of individuals to employers and potential co-workers, providing information, advice, guidance, and training when appropriate.
- Provide in work support when required through monitoring and review.
- To maintain quality assurance systems including personal records, reports and statistical data required by the managers within the Trust.
- To maintain employer and client contacts database, in line with current data protection laws.
- To identify 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.
- To work alongside clients in any of the Trust's training schemes at Acorn Enterprises to enable clients to develop their work skills.
- Signpost and refer to relevant agencies and organisations when required.
- To participate in internal Quality Assurance of client documents, in line with Data Protection Laws, to monitor standards and alignment with KPIs.
- At an appropriate time, to provide line management to an Employment Coordinator/Support Worker, including advice, guidance and regular supervision.

Secondary Duties:

- Promote and market the service when required, attend employment focused events both inside and outside of standard working hours.
- 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.
- To provide cover across the organisation for colleagues as directed by managers within the Trust.
- To assist in the development of an employer and clients contact database, in line with data protection laws and ensure this system is maintained and kept up to date.
- To provide appropriate clerical cover, answering phones etc to ensure the smooth and efficient running of day-to-day operations.

Knowledge, Skills, Experience, Qualifications:

		Essential	Desirable
1.	A good general educational background	√	
2.	A professional qualification in Occupational Therapy, Supported Employment, Teaching, Training, or Human Resources.		√
3.	IT skills and competent in MS Office applications.	√	
4.	Excellent communication and presentation skills both oral and written.	√	
5.	Excellent organisational and time management skills and ability to work autonomously as well as part of a team.	√	
6.	A positive attitude towards people with a disability and an understanding of the barriers they face in trying to enter the labour market.	√	
7.	A good understanding and up to date knowledge of the Employment (Jersey) Law 2003 and Discrimination (Disability) (Jersey) Regulations 2018.		√
8.	Knowledge of health and safety in the workplace and data protection laws.	√	
9.	Ability to deliver training and adapt approach dependent on the audience.		√
10.	An ability to market the service and canvass employers for vacancies and negotiate on behalf of others.	√	
11.	Experience of line managing staff and providing supervision.		√
12.	Experience of working in a multi-agency environment.		√
13.	A mode of transport suitable for attending meetings in a timely manner.	√	