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## **JOB DESCRIPTION**

**TITLE OF JOB:** Employment Specialist

**WORKING AREA:** Mid Sussex

**SERVICE/PROJECT:** Impact Workability

**REFERENCE NO:** WES/Dec21

**CLOSING DATE FOR APPLICATIONS:** 10.00AM, Friday 3<sup>rd</sup> December 2021

**INTERVIEW DATE:** To be confirmed

**HOURS PER WEEK:** 22.5

**PERMANENT CONTRACT:** Please note, this post is currently funded until 31 March 2023, continuation funding is being applied for.

**SALARY:** BAND 3, NJC POINTS 13-18, £22,087- £24,222 per annum (pro rata)

**HOLIDAY ENTITLEMENT:** 27 days pro rata per annum, plus 3 extra days at Christmas and the usual statutory holidays.

**ACCOUNTABLE TO:** Senior Employment Specialist/Team Leader

**LINE MANAGED BY:** Senior Employment Specialist/Team Leader

**JOB SUMMARY:** Under the supervision of the Senior Employment Specialist and working within the objectives set by WSCC to deliver the Supported Employment West Sussex service, the post holder will manage a caseload of approx. 15 people who have a physical disability, sensory impairment and/or acquired brain injury and carers who wish to retain their employment or start work. Working directly with employers to secure employment opportunities for this client group whilst providing on-going support according to both the employee's and employers' needs, therefore enabling people who have experienced physical disabilities, sensory impairment, and/or acquired brain injuries and carers to gain and retain employment.

**For an informal chat about the job, please ring Heather Craig on 01903 730044 or email [heather.craig@impact-initiatives.org](mailto:heather.craig@impact-initiatives.org)**

This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be subject to Disclosure and Barring Service

[www.supportedemploymentwestsussex.org](http://www.supportedemploymentwestsussex.org)  
[www.impact-initiatives.org.uk](http://www.impact-initiatives.org.uk)

Liaising with: WSCC Life Long Services, Medical Professionals, Local Employers, DWP, Local Employment Services, Disability Service Teams, Local Colleges and Educational Establishments, Voluntary Organisations, User Groups and Carers Support.

## **KEY TASKS:**

- To effectively manage a caseload of approx. 15 people who have physical disabilities, sensory impairments and/or acquired brain injuries and carers who wish to retain their current employment or work towards and start work.
- To competently assess individual support needs related to work, supporting clients via face to face, video calling, telephone and email support.
- To determine clients' employment needs and prepare individuals for work through vocational profiling, goal setting and reviewing progress.
- To assist clients with CV and cover letter writing, helping with job searching, online applications and interview techniques.
- To ensure individualised, on-going support is available to clients once they have secured employment to assist them in sustaining employment.
- To proactively engage and work with employers to open-up and secure employment opportunities for people who have physical disabilities, sensory impairments and/or acquired brain injuries and carers, monitoring health and safety, negotiating reasonable adjustments.
- To provide education and support to employers, as agreed with the individual, which may include negotiating adjustments and on-going contact with the employer to ensure job retention.
- To assess individuals' support needs related to work which might typically include help with benefits, travel to work etc.
- To ensure targets and outputs as individually agreed and associated with the service are met as appropriate.
- To prepare letters, reports and other information as appropriate.
- To formally & informally represent the work of Impact Workability, Impact Initiatives and Supported Employment West Sussex.
- To contribute to setting up, monitoring and evaluation of the service.

- Develop good working relationships with other organisations who are better able to help individuals to achieve their employment goals for example, local colleges and training providers.
- To work flexibly as required by the individual and the employer which may require some working out of 'normal office' hours.
- Maintain a professional relationship with the clients of the service and with other staff, with particular attention to confidentiality and the maintenance of boundaries.
- Engage in supervision, training, team meetings and personal development activities consistent with the requirements of the post and individual career goals.
- Support administrative systems, (Microsoft Teams) which record the progress of individuals, and keep accurate and complete records of casework with them.

## **GENERAL:**

- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- To support and share skills knowledge with colleagues.
- The postholder is expected to comply with all relevant Impact policies, procedures and guidelines, including those relating to Equal Opportunities and Confidentiality of Information.
- The postholder is responsible for ensuring that the work that they undertake is conducted in a manner which is safe to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by their line manager. If postholders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
- The postholder is expected to comply with the appropriate Code(s) of Conduct associated with this post.
- To carry out any additional reasonable tasks requested by the line manager.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Experience</b>	<p>An understanding of the employment needs and difficulties of people who have a disability or caring responsibilities.</p> <p>Experience of managing a caseload</p>	<p>Experience and knowledge of the benefits agency and all disability/ employment related benefits and Access to Work</p> <p>Experience of helping people to obtain or keep work.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Training &amp; Qualifications</b>	<p>Good standard of education or equivalent experience in Industry.</p>	<p>Qualification in Information, Advice and Guidance</p> <p>British Sign Language skills</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Knowledge &amp; Skills</b>	<p>Ability to organise and prioritise own work</p> <p>Excellent communication skills.</p> <p>IT skills – incl. Microsoft Teams</p> <p>An ability to initiate and develop relationships with employers whilst being astute to their needs.</p>	<p>Understanding of Employment Law and Equalities Act or willingness to learn</p> <p>Good understanding of local employment market</p> <p>An understanding of vocational assessment and profiling principles/ practices</p> <p>Experience of lone working</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Other</b>	<p>Ability to travel within working area.</p> <p>Prepared to work occasional flexible hours through prior arrangement as the needs of the job dictate, e.g. some evenings.</p>	<p>A driving license and use of a car.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>