

Job Description

Section/Service: Working Age Adults	Department: Supported Employment Service (Maidenhead, Berkshire)
Job Title: Employment Support Worker	

The Supported Employment Service

Description of service

Supported Employment Service offers ongoing support to maintain, obtain employment, training, work experience and volunteering opportunities for people with Learning disabilities and Autism.

To promote and facilitate paid work, work experience, apprenticeships, training and education opportunities for vulnerable adults and transition age who find it difficult to secure these without support; including providing practical support to find and maintain employment. To support vulnerable people who are already in employment if there is a risk that they may lose their employment due to a disability.

The service also offers support to employers, assisting them to meet the disability provision of the Equalities Act 2010. Provide guidance on making reasonable adjustments and works to create job opportunities and raise awareness of disability issues through training

Primary Purpose of Role

To provide Job coaching to people with learning disabilities and Autism who are looking to return or enter employment, voluntary, work experience or education opportunities.

Provide services that aim to increase an individual's quality of life, independence, and inclusion. Uphold safeguarding and promote the organisations values and philosophy relating particularly to ethics, integrity, corporate, social responsibility, equal opportunities, and diversity in line with company policy and core values.

To provide travel training and transport. To be responsible for the welfare of clients whilst travelling, and to ensure that each client is supervised and assisted appropriately.

Main Duties and Responsibilities

- ❖ Support and enable clients through job coaching into paid, work experience volunteering and education. To provide travel training to further promote independence.
- ❖ Attend staff meetings, liaise with colleagues and partners, recording and record keeping. Planning workload and time management
- ❖ Support clients within group sessions.

- ❖ Source options in line with client's employment goals and aspirations.
- ❖ Keep client records up to date and feed back to colleagues.
- ❖ You will also be required to maintain and build relationships with parents/carers, employers, Job Centres, and other stakeholders to ensure all customers' needs are met.

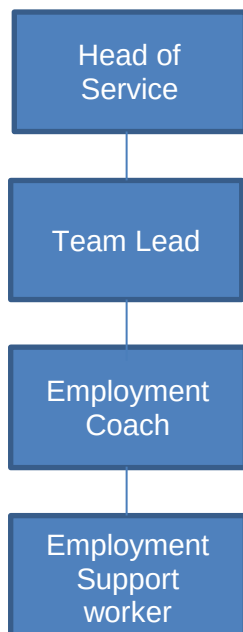
Person Specification

D – Desirable, E- Essential

Qualifications/Education/Training:	D/E
❖ Good general education to GCSE Grade C or above / NVQ Level 2 or equivalent	E
❖ Knowledge of The Equality Act 2010 (or willingness to learn)	D
❖ Computer literate and ability to use MS Office Suite (Word/Excel)	E
❖ Experience	
❖ Experience of working in a Supported Employment environment or supporting/coaching others in the workplace	D
❖ Experience of a variety of employment situations	D
❖ Advocate for people who have been marginalised	D
❖ Skills and Abilities	
❖ Ability to work on own initiative	E
❖ Ability to empathise with clients	E
❖ A positive nature and be a self-starter	E
❖ Effective oral and written communication skills	D
❖ Problem solving skills	E
❖ Personal Qualities	

❖ Team Player	E
❖ Resourceful	E
❖ Good listener	E
❖ Confident her their abilities	E
❖ Other	
The post holder must hold a current driving license and have the daily use of a car. The post holder will be required to travel and transport clients and/or colleagues to support sessions/meetings etc., To work flexible hours to support the needs of the service, some evening or weekend work might be required.	E

SES – RBWM Structure



Optalis Company Core Values.

Customer Service

We listen to our customers and offer genuine choice tailored to their individual needs.

Our customers are at the heart of

Respect

We respect equality, diversity, and the beliefs and dignity of all our customers and staff.

Transparency and Integrity

We will inspire confidence and trust by operating an open, accountable and transparent culture across all levels of the company.

Communication

We ensure two-way communication with our customers and staff, providing clear, accurate information.

Continuous Development

We embrace and drive forward positive.

Enjoyable and Rewarding

We place emphasis on staff satisfaction and will create an environment which offers opportunity for personal and professional growth.