

Supported Employment Officer – Grade 6

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. REAL Employment supports Adults with Learning Disabilities to find paid work, voluntary and training opportunities in order to achieve paid employment outcomes.

As a Supported Employment Officer, you will be part of a team supporting adults with learning disabilities to find employment. You will demonstrate excellent practice in-line with national standards in supported employment. You will be responsible for assessment against eligibility criteria, sign posting, carrying a caseload and holistic support depending upon the needs of the

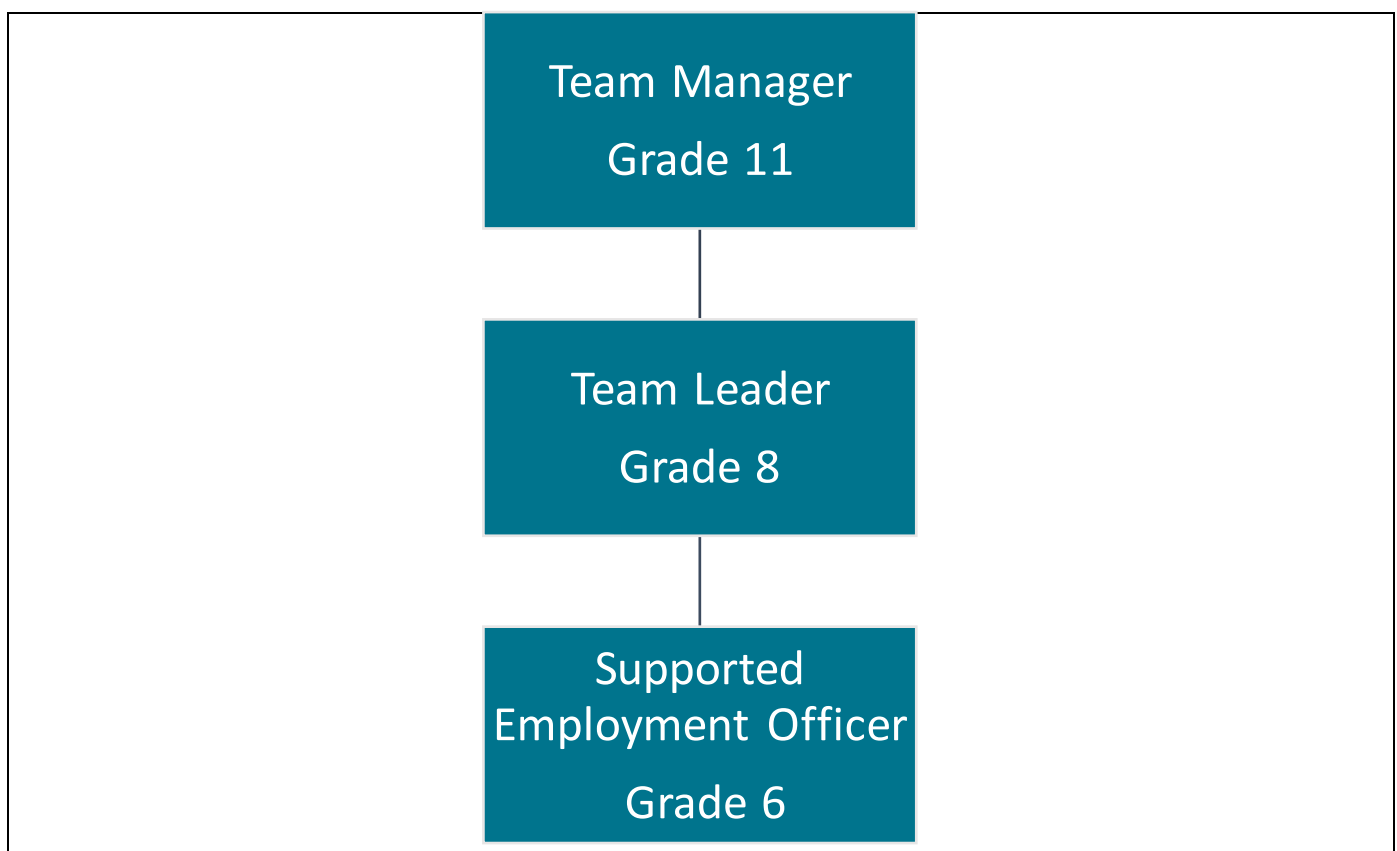
customer. This role is based within [Adults and Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Use your understanding of supported employment and the challenges facing individuals with disabilities in training, volunteering and work to support eligible customers to create vocational profiles to meet individual needs.
- Developing relationships with customers, supporting them to create CVs, find and apply for jobs, support at interviews as well as looking at more holistic support such as Universal Credit journals and travel training e.g., planning a route to work.
- Providing on-going in work support to customers and employers. Supporting customers on a one-to-one basis to develop confidence in their work roles. Assisting them to build relationships with employers and understand workplace dynamics.
- Develop relationships with partner agencies to ensure holistic support and prevent crisis. Sign posting to other appropriate opportunities and services.
- Liaise with employers; identifying opportunities, job carves, internships, work experience, voluntary work, and supporting workplace mentors. Advising on safety and appropriateness of workplaces for customers with disabilities.
- Support and provide coaching on a one-to-one basis or in group settings and running job clubs for groups for job searching customers.
- Support senior team members in promoting the service in a variety of different settings and ways; open days, events, going into schools and colleges, creating promotional material.
- Use excellent communication, persuasion and I.T. skills to work with a variety of audiences promoting the rights and abilities of adults with learning disabilities.
- Manage own time and diary alongside responding to unexpected events, this could involve visits to employers to prevent breakdown or providing holistic support to customers who are at the point of crisis. e.g., losing their job, change in benefits, becoming homeless.
- Will organise your own workload to ensure customers move along their journey and achieve outcomes.

- Assess customers to establish whether they are eligible for support under the Care Act (2014). Completing actions plans and reviews including goal setting and identifying social and voluntary opportunities for customers. Providing emotional support where appropriate.
- Completing vocation profiles with customers, supporting customers to; job search, create CVs, load encrypted USBs for job clubs, apply for jobs or voluntary opportunities, conduct mock interviews with customers both in person and over the phone, attend interviews to support customers and any other practical support around job application as required by the customer.
- Explore holistic support for customers who may have blocks to voluntary or work opportunities, this could involve; support with PIP or Universal Credit applications, building confidence, training or social opportunities, travel training, supporting with fit notes, liaising with benefits advisors or other support as appropriate.
- Supporting employers to; understand the benefits of employing a customer with a learning disability, identify job roles, job carves, internships and fit roles to customers. Help employers in understanding the risks to employees with disabilities and the appropriateness of the role, support workplace mentors. Provide briefings for employers in areas such as autism or disability awareness.
- Understand when issues need to be escalated to a more senior staff member, e.g., when the supported employment officer has exhausted all avenues open to them for a customer.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
An understanding of the challenges facing adults with learning disabilities.	Essential
An understanding of good practice in supported employment including the barriers faced by customers.	Essential
A working knowledge of I.T. including use of programs such as excel, outlook and PowerPoint.	Essential
An understanding of the variety of support services available for adults with learning disabilities.	Desirable
Excellent communication and negotiation skills with a variety of audiences.	Essential
The ability to work under your own initiative and manage a caseload.	Essential
Experience of supporting or advocating for adults with learning disabilities or vulnerable groups.	Essential
Experience of working in a role that promotes employment.	Desirable
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Social Care	Grading ID	66720
Job ID	80101187	Last Updated	June 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Adult	DBS Type	Enhanced
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		