



*This post is part funded by the European Social Fund*

### Developing Health & Independence

JOB DESCRIPTION	
<b>Job Title:</b>	Employment & Skills Worker
<b>NJC Scale Point:</b>	NJC Pt 20-22 (£25,295 - £26,317), depending on experience
<b>Hours:</b>	37.5 hours per week (1.0 FTE)  To include some evening and weekend work dependent on service requirements.
<b>Annual Leave:</b>	26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days).
<b>Location:</b>	1 x Full time post covering Bristol 1 x Full time post covering Bath and North East Somerset  Regular travel will be required for this post.  The post holder must be a car driver with access to a car and willingness to use it for business purposes
<b>Pension:</b>	Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee).
<b>Accountable to:</b>	WoEW Employment and Skills Team Leader
<b>Accountable for:</b>	Volunteers and peers

### Principle Purpose of the Job

Reporting to the Employment and Skills Team Leader, the Employment & Skills Worker will be responsible for providing tailored and effective assessment, support planning and interventions to meet the identified education, training or employment (ETE) needs and goals

of clients. They will work alongside other DHI teams to support socially excluded clients towards employment.

### **Key Duties and Responsibilities**

To liaise and establish effective joint working with internal DHI teams to identify and recruit potential clients who fall within the scope and remit of the project and are eligible to register as a participant of the WoEW.

To provide brief interventions to DHI clients who require support with ETE needs, utilising motivational and solution focussed techniques as part of the recruitment and ongoing engagement process.

To carry out holistic assessment of clients ETE needs and goals including any barriers or challenges which may prevent them from realising their potential and progressing within the programme.

To explore, identify and assess risks (including safeguarding risks) in relation to client engagement with the programme and to ensure there are mitigation/management plans in place to address these.

To work with clients to create person-centred ETE support plans towards achieving stated goals and aspirations. Where the client is engaged in other services, ensuring this complements and contributes to their overarching support plan.

To regularly review and amend support plans and journey maps to reflect client progress and/or changing needs/circumstances

To provide group and one to one support and skills coaching in relation to work readiness including confidence building, helping clients move towards and reintegrate with mainstream support systems and the labour market.

To work collaboratively with specialist partners/providers, community and voluntary sector organisations and educational establishments to provide opportunities for clients in line with identified needs and aspirations including volunteering and work placements

### **Monitoring and Administration**

To record all documentation and case-notes to a high standard, in line with WoEWs guidelines and within required time frames.

### **Organisational Responsibilities**

1. At all times adhere to DHI policies and procedures, with specific reference to:
  - Confidentiality: ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

- Data Protection Act and Information Governance: to comply with the requirements of the Data Protection Act and all policies and procedures relating to Information Governance and security of data.
  - Equal Opportunities and Diversity: to ensure that all service users, their partners, colleagues both within DHI and other partner organisations are treated as individuals by following DHI's Equality and Diversity Policy.
  - Health and Safety: to ensure you comply at all times with the requirements of the Health and Safety regulations and DHI's Health and Safety Policy and Procedures. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.
  - Quality Assurance: to ensure all activities are managed in a way that supports DHI's Quality Assurance systems.
  - Safeguarding: DHI is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
  - Lone Working: to work in accordance with the DHI Lone Working policy and procedures.
2. At all times adhere to contract and programme requirements, relevant legislation and good practice guidelines.
  3. Participate in the organisational planning processes and contribute to the establishment of DHI's business plan.
  4. To contribute to the performance of the host team/service, attending and participating in regular meetings, appropriate training courses and in skills sharing sessions.
  5. To participate in regular supervision and support.

This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

**Developing Health & Independence  
Employment & Skills Worker**

**PERSON SPECIFICATION**

**Essential Skills**

1. Substantial experience of working within the area of employment, training and education.
2. A commitment to supporting people to achieve positive change, utilising solution-focused and strengths-based approaches.
3. Ability to build strong relationships to the benefit of the client and the service and work creatively within organisational boundaries and processes.
4. Facilitates maximum independence for the client by supporting clients in risk taking to achieve change
5. The ability to work within a target driven and closely monitored framework to ensure client information and outcomes are accurately monitored and recorded and to cope with the basic routine processes involved.
6. Excellent knowledge and understanding of best practice around Child Protection and Adult Safeguarding
7. Experience of working with enthusiasm and focus, both independently and as part of a small team.
8. Comprehensive computer skills with experience of using Microsoft Office products and case management systems

**Desirable Skills**

1. Professional Qualification in Education, Training or Employment Support, Health and/or Social Care