



Job Description & Person Specification

- All In Edinburgh Employment Advisor –

Post:	Employment Advisor
Service:	All In Edinburgh
Line Managed by:	All In Edinburgh Manager
Salary Range:	Points 28 – 30: £27,554.97- £28,795.45 per annum based on 39 hour week
Hours:	39 per week
Location:	A mix of office and community-based work, with the option for some home working.

This post requires PVG scheme membership

Applicants who are not members of the PVG scheme should be prepared to join before commencing employment.

1. PURPOSE OF THE POST – THIS SECTION TELLS YOU HOW YOUR WORK CONTRIBUTES TO THE VISION, MISSION AND AIMS.

An Employment Advisor works to support adults with support needs to find and sustain paid employment. Employment Advisors provide an end-to-end employment support service to clients, meeting The Action Group's vision that individuals encounter no barrier to their chosen lifestyle.

You will join a team, where you will provide employment support in line with the Scottish Government's 5 stage supported employment framework and City of Edinburgh Council's strategic skills pipeline to ensure that clients are able to engage with the service, develop their employability skills, enter paid employment, sustain their employment and develop in-work skills that give them the opportunity to progress in their chosen career.

You will be working within All in Edinburgh, a Supported Employment Consortium operating across the city. This service has very challenging employment targets. As such the successful

candidate will be required to deliver a high level of job outcomes for individuals who may have significant barriers to entering paid employment.

2. WORK WITH CLIENTS

To provide a holistic 5-stage employment support service to clients with disabilities including:

1) Initial Engagement:

- Working with potential clients to establish whether the service can meet their employment needs
- Explaining the service offer in a way which meets the communication needs of the client

2) Vocational Assessment

- Undertake a full vocational assessment, building a consensus with the client of their skills, experience, abilities and job preferences
- Work with other professionals/carers/family members

3) Job Search/Job Matching

- Supporting clients with CV building, job applications, interview support, liaising with benefit agencies

4) Job Coaching

- Completing a full job and task analysis of a new job according to TSI principles
- Coaching clients to understand their role and responsibilities at work
- Supporting clients to complete workplace training and to develop natural supports in the work place among their work colleagues

5) In Work Progression

- Ensuring clients receive support with career progression either in their current role, to be promoted or to find another job at another organisation
- To work with clients in work and at risk of losing their job, to maintain it.
 - To support clients to remove barriers and obstacles to working
 - To work in partnership with The Action Group's advice service to ensure that client benefits are correct
 - To work in partnership with other agencies to ensure that all support services clients receive are working towards the same objectives
 - Maintaining the highest standards of data protection and client confidentiality, in line with The Action Group policies

3. WORK WITH EMPLOYERS

- Marketing the All In Edinburgh service to prospective employers, identifying possible job opportunities and working with employers to meet their recruitment needs
- Supporting employers to understand the benefits of employing people with disabilities and the positive impact that diversity in the workplace has on their workforce
- Supporting employers to understand the implications of the Equality Act 2010 and to make reasonable adjustments where appropriate
- To support clients to apply for Access to Work funding where these adjustments have a cost attached, in agreement with the employer
- Supporting employers with management (where required) including through supervision, appraisal, capability, disciplinary and grievance processes
- Provide advice to current employers relating to clients and be available to answer queries or concerns about our clients
- Support employers to develop a better understanding of disabilities in the workplace and provide creative solutions to improve workforce diversity including positive action, job creation and job-carving

4. OUTCOMES: TARGETS TO BE MEASURED

OUTCOMES: TARGETS TO BE MEASURED

Outcome type	Description
Individual Caseload	20 clients
Outcome: Job entry	A paid job for a client that lasts at least 4 weeks
Outcome: Sustainment	An intervention to ensure that a job at risk is sustained due to the support of the Employment Advisor
Outcome: Progression	Support by an Employment Advisor to achieve a progression at work for a client including promotion, a new post at the same employer or an increase in duties/responsibility

Employment advisors are expected to deliver outcomes, and failure to do so may result in not passing the probationary period or being subject to the Action Group's capability process.

5. DECISIONS MADE IN COURSE OF JOB

- Supporting clients and employers to reach a consensus about in-work problems, ensuring the needs of both groups are met

- Negotiating shift patterns, salary and reasonable adjustments on behalf of clients
- Working with clients to identify the level of employment support required and agreeing times and dates of support
- Recognising when a client is not engaging and taking appropriate steps to motivate them
- Identifying when to refer clients to another service
- Agreeing with employers the amount of initial job coaching required and implementing a plan to withdraw support

6. **PROJECT WORK**

- To undertake administrative duties on behalf of the service including managing referrals, updating databases, taking minutes at meetings or any other reasonable duties as required
- To attend and engage in team meetings, case review meetings and networking events
- To produce and deliver presentations, with support from the Employment Services Manager, at events as required
- Writing reports and case studies
- To cover the drop-in service when required

7. **RECORD KEEPING AND PROCEDURES**

- Taking full responsibility for accurate and timely recording of all client information required as part of the role
- To keep accurate and up to date case notes on the case management database 'Helix,' including outcome information
- Complying with the Action Group's Confidentiality and Data Protection policies
- Ensuring clients have given consent via either electronically or signed copies of all mandatory paperwork in their hard copy file
- Obtaining all supporting evidence which clients are required to show eligibility for the service, which are also required for annual audit by our funders.

8. **RESPONSIBILITIES**

- Employment Advisors are required to take ownership of their own workload, ensuring that they are able to manage their time effectively, undertake effective administration and achieve outcomes.
- You will be expected to keep your Outlook calendar appointments up to date.
- Staff are required to work without direct supervision for the majority of the time
- Staff will be supervised by the Team Manager who reports to the Development Manager responsible for Employment Services across the Action Group
- Attend regular conversation-based meetings with the team leader for support to manage caseloads, meeting training requirements, and address other professional development needs

9. QUALIFICATIONS

- Employment Advisors will have, or will undertake the PDA in Supported Employment Qualification within the first year of employment.
- Employment Advisors will have, or will undertake the relevant training in teaching tasks and Training in Systematic Instruction

10. USEFUL SKILLS AND EXPERIENCE

- Employment Advisors should have experience working with people with disabilities in areas such as support work, vocational guidance, job coaching, occupational therapy or developing skills and independence.
- Previous experience of working in the voluntary sector and understand the political environment the service operates in.
- Experience of support work, working alongside colleagues with disabilities, or experience with recruitment.

11. COMPLEXITY

- Employment Advisors, due to the nature of their work, will spend periods of time working without day-to-day direct supervision. As the direct service provider to both clients and employers, they are required to demonstrate a positive and flexible approach to their work, being able to adapt and respond to the needs of individual service users and employers.
- Employment Advisors will be required to demonstrate the following core skills in carrying out their job:
 - Assessment of clients' vocational needs using a Vocational Profile.
 - A basic understanding of benefits and welfare reform
 - Liaising with and maintaining good communication links with parents, carers, referring agencies and other relevant bodies, including employers
 - Utilise direct and indirect sales techniques during the job development process in negotiating with potential employers to develop job opportunities
 - Raise employer awareness re. disability issues through discussions and presentations both to employers and other relevant organisations
 - Manage and organise personal time and work priorities to ensure a quality service is maintained
 - Maintain accurate information, training data and work reports.
 - Plan, design, implement and evaluate personalised training strategies for clients
 - Plan and present training events for employers/staff
 - Monitor client performance at work
 - Provide additional counselling and support to clients outwith the work-place when required.
 - Advise and assist other individuals and agencies to access services suitable for them.

12. HEALTH AND SAFETY

The post holder will take responsible steps to guard the safety of clients and colleagues by following the agreed policies including the Health and Safety at Work legislation.

13 SUPERVISION RECEIVED

The Employment Services Manager through regular meetings, is responsible for the supervision of this post holder and the development of their work.

The post holder will participate in regular performance appraisals in accordance with The Action Group's appraisal system.

This job description may be amended following discussions with the postholder and with the approval of the Head of HR

All In Edinburgh Employment Advisor - Person Specification

What The Action Group looks for in an applicant:



Title: Employment Advisor
Service Area: All In Edinburgh Employment Consortium

NOTE: This role requires specific experience and technical skills. Please see section 2. *Useful skills and experience for this role* before applying.

This role also has a requirement to work towards outcome targets, which you will be required to meet.

1. Competencies

The Action Group operates a competency-based recruitment system. This means that we have identified certain 'key' skills and behaviour that are essential for each role. For the post of Employment Advisor these are as follows-

Continuous Professionalism:	This means fulfilling commitments, following procedures, acting in a very professional manner, and believing in The Action Group values of choice and opportunity for all. It also includes the ability to communicate in a lucid and structured manner
Developing Self:	This means having the desire to learn new things and constantly improve your own working practice
Empowering People:	This means being able support others in a practical way whilst respecting their needs, choices and dignity. Sometimes it involves communicating specialist knowledge in an understandable manner. It also includes providing appropriate motivation, encouragement and constructive feedback.
Planning & Organising:	This means being able to manage a complex and ever-changing workload, work to deadlines, and to change plans as circumstances change

Building and Maintaining Relationships:	This means demonstrating the ability to develop trusting relationships with others. It can only be done through active listening, effective communication and respect for other people.
Analysis & Decision-Making:	This means assessing situations and making sensible decisions using all information available to you at the time.
Working in Partnership:	This means working effectively as part of a team, marketing All In Edinburgh services and persuading employers to use them, plus negotiating and participating in external professional networks when required.
2. Useful skills and experiences for this role • Experience of support work, working alongside colleagues with disabilities, or experience with recruitment. • A PDA Qualification in Supported Employment, or the ability to gain this within one year	