

Job Description	
Job Title:	Employment Specialist
Department:	Employment
Team/Location:	Connect to Work
Reports to:	Team Leader
Reports:	nil
Job Purpose	
<p>The role of the Employment Specialist is to achieve delivery targets by working with customers to identify employment opportunities and support them into sustainable employment. Employment Specialist's work with clients (managing a caseload) who have health support needs, to assist them in securing sustainable paid employment providing person-centred advice and guidance to clients, whilst building positive relationships with referral partners and relevant local employers to enable clients to move into suitable employment.</p>	
Role Requirements	
<ul style="list-style-type: none"> • Meet, and strive to exceed personal performance targets, Key Performance Indicators and all Quality and Compliance measures. • Progressively manage a caseload of referred customers with a learning disability using a variety of appropriate strategies to help them overcome barriers to gaining employment. • Learning disability awareness and self-development/knowledge to provide specialist support to customer group • Undertake in-depth assessments using a suite of tools to fully understand a customer's circumstances, preferences and holistic barriers to progression to employment • Achieve the Customer Service and Quality Standards required on the programme. • Co-produce personalised tailored Action Plans featuring SMART targeting to enable positive and timely progression. • Use an integration framework of local specialist services to obtain support to address specific issues (e.g. substance misuse, anger management, debt advice, health and vocational training). • Use social prescribing to develop and improve customer circumstances (e.g. healthy eating classes, smoking cessation and social groups). • Work with multiple agencies to develop holistic approaches to support customers. With customer consent undertake case conferences with external agencies to jointly optimise support packages. • Fully understand the local labour market to source suitable job opportunities 	

- Undertaking direct marketing to employers using digital and electronic formats e.g. email, LinkedIn, Facebook, Twitter etc.
- Identify the specific recruitment needs of each employer and undertake tailored pre-screens and group assessments.
- Co-produce effective in-work support plans with participants and employers, based on an assessment of need, providing practical support to ensure a smooth transition into work. When appropriate facilitate job carving opportunities.
- Be mindful of Health & Safety within the customer’s workplace and actively promote and report (if appropriate) to ensure a safe working environment for all customers.
- Develop an understanding of specialist signposting services in the local area/region, building knowledge in areas such as specific disabilities, housing, benefits etc.
- Maintain IT files and customer records to the required compliance and quality standards.
- Work from local hubs and community outreach locations (sometimes alongside other services e.g. housing, health and primary care centres) to increase service accessibility.
- Ensures best practice is adhered to and championed
- Is prepared to work flexibly, which may include occasional evenings and weekends to meet the needs of the contract, including any necessary travel and overnight stays.
- Accountable for own professional development and undertake necessary training as identified in the Performance Review process.
- To handle personal data in accordance with the organisation's data protection policy.
- Actively participate in, and promote Prevent and the safeguarding of children, young people and vulnerable adults.
- Adhere to the company’s policies and procedures always, including Safeguarding, Equal Opportunities, Quality, Health and Safety and IT
- To undertake any other duties, as required, appropriate to the post.

Seetec is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all colleagues to share and uphold this commitment in conjunction with the requirements of the Prevent Duty and the positive promotion of modern British values.

Person Specification

Traits	Essential ✓	Desirable ✓
A good working knowledge of the local labour market in the specified geographical locations	✓	
Experience of working with people with multiple and complex needs in particular those with learning disabilities.	✓	
Fully IT literate in using a range of Microsoft Office programmes to include 365 products and modern digital technologies, i.e. Microsoft Teams and Skype for Business	✓	

Experience of working in a target driven environment	√	
Experience of delivering services to meet contractual and quality standards	√	
Knowledge of SEQF standards		√
Level 3 Award in Employability Services Sector or equivalent		√
Knowledge of the employability industry		√
Knowledge of the recruitment industry		√
Experience of working with people in the provision of 'information, advice & guidance'		√
Full driving licence to enable deployment across a specified geographical area (region), when required		√