

**Job Description**

**Disability Employment Specialist**

Location Employment Support Dept, Hornbeam Park, Harrogate

Salary £14.00 per hr

Hours per Week 21pr week

Annual Leave 28 days plus statutory bank holidays (pro rata for part time staff)

Reports to Training Manager

DBS Check Enhanced with List Checks

**Key Areas of Responsibility**

* Recruitment and ongoing management of customers (disabled people) who are seeking employment, need support to gain employment or require support to remain in employment
* Engage with employers to promote the benefits of employing disabled people and secure employment opportunities
* Coordination and management of employment support / job coaching

**Line Manages**

* Job coaches

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| **Service Specific Roles** |
| **Role** | **Outcomes** | **Measures** |
| **Customers** |
| Marketing of service to disabled people who are seeking paid employment, but require assistance or are already in paid employment and requiring support. | Raised awareness of the service  | Numbers of enquiries |
| Recruitment and onboarding of new customers including development of personalised support plans to help customers achieve personal employment goals based on skills, wishes and aspirations | New customers have a positive experience when joining us Support plans are specific to each individual | Numbers of new customersCustomer feedbackSupport plans |
| Provision of ongoing coaching and mentoring throughout preparation for work, job search and employment | Customers are able to gain and retain paid employment with confidence | Customer feedbackNumber of customers gaining employmentNumber of customers remaining in employment |
| Identification of appropriate work placements / employment opportunities and liaison with potential employers | Customers are able to access employment opportunities in the work area they aspire to | Customer feedbackNumber of customers gaining employment |
| Allocation of employment support worker/job coach | Customers are supported to do their job by a trained member of staff for as long as they need/have funding | Customer feedbackEmployer feedback |
| **Employers** |
| Promotes the benefits of employing disabled people to local business through marketing, awareness raising and networking | Businesses are eager to employ disabled people and understand the benefits of doing so | Employer feedbackNumber of customers gaining paid employmentNumber of employers expressing interest in employing disabled people |
| Builds up a bank of organisations who are willing to provide employment opportunities and/or work placements to disabled people  | Customers are able to access a range of employers/job opportunities with the knowledge that the employer has an understanding of the needs of disabled people | Number of employers on bank |
| Develops and maintains good working relationships with employersProvides support (with others) in making reasonable adjustments where required | Employers know they have support if and when requiredCustomers are not disadvantaged in the workplace  | Employer feedbackRetention of customers Customer feedback |
| Conduct work place risk assessments  | Customers and staff work in a safe environment | Risk assessment documentation |
| **General** |
| Contributes to production of an employer engagement and customer recruitment strategy | Everyone is working to the same goals and direction | Strategies produced |
| Creates and maintains customer and employer databases, with due regard for data protection regulation | Accurate records are kept, safely stored and destroyed when appropriate | Databases in place |
| Maintain regular contact with customers and employers | All parties know they have a point of contact for any changes required to service or issues | Customer feedbackEmployer feedbackContact records |
| Produces reports as required for all aspects of work | Managers, funders and others have the information they require  | Reports produced  |
| Attends staff meetings, supervision and training as required | Post holder has the training, support and communication required to effectively perform their role  | Training recordsSupervision recordsStaff meeting minutes |
| Promotes a positive image of disability, and the organisation | Gains increased support for our work | Number of new referrals |
| Maintains personal responsibility for following our policy and procedures as well as health and safety regulations | A safe and healthy working environment | Supervision records |

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.



We expect all of our employees to:

* Agree with our vision for a society that embraces the same opportunities and life choices for disabled and non-disabled people alike.
* Be positive about working for Disability Action Yorkshire
* Work well with others

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| **Person Specification – Disability Employment Specialist** |
| **Skills/competence requirements** | **Essential/desirable** |
| Effective communication and good interpersonal skills | Essential |
| High standard of numeracy and literacy | Essential |
| Good IT skills | Essential |
| Ability to enable/empower others to meet their maxim potential | Essential |
| Ability to market to a range of audiences in appropriate formats | Essential |
| Able to work as part of a team and on own initiative | Essential |
| **Experience** | **Essential/desirable** |
| Experience of working with disabled people | Desirable |
| Experience of employer engagement | Essential |
| **Knowledge**  | **Essential/desirable** |
| Knowledge of the issues affecting disabled people | Essential |
| Knowledge of employment issues affecting disabled people | Essential |
| An understanding of employment and education programmes | Essential |
| Knowledge and understanding of Careers Information, Advice & Guidance (CEIAG) | Desirable |
| **Other** | **Essential/desirable** |
| IAG Level 3 qualification | Desirable |
| Willingness to undertake training and development activity | Essential |
| Willing to travel  | Essential  |
| Full clean driving licence | Desirable |
| Flexibility with regard working hours | Desirable |

  We w ill always shortlist disabled candidates who meet the minimum essential criteria