

### Job Description

**Title:** Employment Development Worker

**Location:** Glasgow City Wide

**Reports To:** Centre Manager

**Main purpose:** To assist people to increase their confidence and independence through training and rehabilitation and to support people develop their work related social skills and life style skills. To enable people to choose a vocational area, and to help and support them to progress towards employment

To be familiar with, and work within the published policies and procedures of Momentum Scotland.

### Key tasks

1. To fully participate in the assessment and induction of clients
2. To work with individual clients with different models of support to ensure access to an appropriate package of individual supports
3. To maintain accurate records of each client's participation and progress.
4. To network and liaise with other professionals/agencies/volunteers who may have a direct or indirect impact on the participants, or who may be a source of referrals.
5. Ensure the delivery of necessary underpinning knowledge as specified in the training and induction, vocational qualification and job readiness programme or as identified through the IPP system.
6. To assist in the personal development of service users with particular reference to work related social skills and appropriate work behaviors.
7. Assess the readiness of Service-Users relative to the requirements for training and/or work placement, participating in the use of a range of assessment tools including Momentum Scotland's Individual Programme Planning System [IPP].
8. Support service-users to explore realistic vocational options and goals in terms of industry sector and skills level. This will include involving family and carers as appropriate at all stages.
9. Initiate relationships with employers, potential employers and other agencies with a view to creating employment opportunities for service-users.
10. Deliver both one-to-one and group sessions, which will cover job related social skills, life style skills, Job seeking skills.

11. Identify barriers to employment and assist clients with such matters as job readiness skills, job search strategies, writing CV's and preparing for job interviews
12. Match, prepare and place Service-Users with suitable external employers/ placement and conduct or organise initial induction, including, as required, assessing and facilitating work-place adaptations.
13. As required accompany Service-Users to their identified work place and ensure travel to work plans are created and implemented
14. Establish and maintain accurate records in line with our funder standards and audits both in written format and on the appropriate computer application for the Service-Users progress and status whilst on job placement, health and safety, work experience, supported/open employment.
15. Work with other staff, mentors and any other groups or agencies who could further the aims of the project and the individual Service-Users. This could include providing/receiving specialised advice or support.
16. Monitor Service-Users progress continuously through visiting host company premises on a regular and frequent basis and conduct formal trainee feedback and vocational assessment where necessary and identifying when the service user is work ready and move into employment.
17. To provide support to the service-user and employer into a designated aftercare period as identified our funders, including where necessary; -
  - a. Job coaching
  - b. job matching
  - c. job analysis
  - d. job carving
18. Overall, as a member of the team, contribute to the development and marketing of the programme and the organisation.
19. To work with participants to create an exit plan, in which the next step in individual progress is concrete and in place
20. To feedback to the senior management team, through the line manager, on the content of, and actions arising from meetings of addiction structures with a remit covering the Greater Glasgow area.
21. Such other duties as may from time to time are required in the general context of the foregoing and in the light of any future expansion or developments.

### **Essential Criteria**

1. The ability to communicate effectively with people who have a disability, addiction and barriers to gaining employment
2. The ability to work in an enabling and creative way to effectively support clients

3. The ability to display a high level of self-motivation
4. A proven ability to deal with matters of a confidential nature
5. Good IT skills across a range of different applications
6. Design and adapt training materials to support the service users needs.
7. Experience of cross-organisational working
8. An experienced trainer/ group worker

**Personal qualities**

Maturity, Integrity, Sense of humour, Sensitivity, Patience, Energy/drive, Enthusiasm and Flexibility Reliable, Non-judgmental, Respectful and a commitment to uphold Momentum's values