

Disability Employment Co-ordinator

Reference No.	I333.01	Type	Individual
Service	Supported Employment Service		
Job Family	Professional 1	Grade	FC7

Purpose

Assist people with disabilities, health conditions or mental health issues to achieve their employment goals through the delivery of supported employment, an end to end service that includes helping people to access training, work experience and paid employment.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Encourage and facilitate progression for people with disabilities and health conditions into a range of employment opportunities. The post may also require on the job support and job coaching</p> <p>Conduct individual assessments through vocational profiling and develop back to work action plans to support people into paid employment</p> <p>Ensuring all health and safety considerations within employment are assessed for individual clients through a risk assessment approach</p> <p>Review placement activity through observation and consultation with all relevant parties.</p> <p>Maintain and update electronic and hard copy client records</p> <p>Provide a robust evidence trail of all activities and work undertaken</p>	<p>Significant experience working with people with disabilities and health conditions in the field of employability is essential (Focus on Customers– See 'How We Work Matters' Framework)</p> <p>Competent computer and keyboard skills are essential due to the expectation of data collation through the use of electronic systems, electronic documents, email and report writing (Embrace Technology & Information)</p> <p>The ability to travel extensively throughout Fife and work in a variety of locations is essential</p> <p>Before confirming appointment, you will require to obtain PVG Scheme Membership through Disclosure Scotland.</p> <p>Significant experience of working with people with disabilities/health issues using person centred planning</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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<p>Liaise with other professionals both within Fife Council and with external agencies in assisting individuals toward employment goals and develop the service through networking/partnership opportunities</p> <p>Establish a network of employers from existing and new sources, liaising regularly through direct contact to create and use existing opportunities for work through placements and paid jobs on an individual's behalf</p> <p>Contribute to the continuous improvement culture of the service through participation in project groups to drive excellence in service delivery</p> <p>Provide caseload and work reports as requested on work achievements including analysis of outcomes</p> <p>Assist the team in promoting the service to partner agencies, including public, private and third sector organisations</p> <p>Contribute to networking meetings and events with partner agencies</p>	<p>Delivering employment programmes for people with disabilities and health issues using the supported employment model</p> <p>Working with employers to set up work placements/paid jobs to help clients disadvantaged in the labour market to find and keep work (Work Together)</p> <p>Knowledge of DWP disability related benefits</p> <p>Previous relevant experience of liaising with external organisations</p> <p>Educated to higher grade level or equivalent relevant experience in supported employment</p> <p>Excellent communication skills: verbal/written/ Presentation</p> <p>Good organisational skills</p> <p>Ability to travel extensively throughout Fife and work in a variety of work locations</p> <p>Ability to manage own caseload and use initiative (Take Ownership)</p> <p>Work under pressure</p> <p>Computer competent</p> <p>Excellent customer service</p> <p>Ability to work as part of a team</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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	<ul style="list-style-type: none"> Ability to make initial contact and establish partnerships with external parties Ability to provide a regular and effective service Experience of delivering training for employment (Deliver Results) Working on outcome funded delivery programmes Developing and delivering employability programmes Working with partner organisations to deliver employment programmes Relevant SVQ/HND Qualification Qualification in supported employment IOSH accreditation Career guidance Previous experience of working in multidisciplinary team Good report writing Quality management framework 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

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	Understanding of Equality Act 2010 and the application of reasonable adjustments and accommodations in work Understanding of the principles of marketing and promotion Confidentiality and Data Protection Previous experience in delivering presentations, supporting event management		✓ ✓ ✓ ✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input checked="" type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	
Additional Information – the following information is available:		Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 		<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results 		