

## **Job Description for Employment Support roles**

### **Vacancy**

Reporting to: Senior In-Work Supporter

Based: Various workplaces across County Durham/the North East.

Contract: Casual

Salary: £12.73 per hour.

Benefits: We are a Disability Confident employer with a supportive, inclusive and friendly team that cares about personal and professional development.

### **Purpose**

Supporting adults with learning disabilities and autistic adults in various workplaces to carry out their role. You will work directly on a 1-1 basis with people who have a paid job, supporting them to successfully carry out tasks within the workplace. This may involve supporting people to understand information, prompting people, supporting them to keep organised, use a computer, travel to work, attend meetings and any other tasks they need to carry out as part of their job.

### **Main Duties**

- Working 1-1 with adults with a learning disability and autistic adults in their place of work.
- Using the Supported Employment model to help autistic adults and adults with a learning disability move into and maintain good jobs.
- Support people to carry out the tasks they need to complete as part of their job.
- Support people to develop and maintain relationships with their co-workers and managers.
- Building relationships with employers to ensure a good work experience for the people you support.
- Support people to use a computer where needed including supporting them to check emails, manage their diary, use software/servers specific to the company they work for, log time sheets, attend online meetings and other tasks.
- Support people to attend supervisions with their line manager (where required).
- Support people to understand information relating to their job.
- Travel training – supporting people to get to the workplace independently. This may include using public transport.
- Supporting people with time management to help make sure they are on time for work.
- Use creative and flexible person-centred approaches to motivate and support people.
- Use initiative to realise where people need extra support and to identify training needs.
- Support people in different types of employment (self-employment, full-time, part-time, casual contracts, apprenticeships, traineeships).
- Create and maintain accurate records and assist with monitoring and evaluation of projects/services.

- Support people to understand their workers' rights.
- Be accountable to the people you support with regard to dignity, respect and quality of your support.
- Be highly organised to ensure that you offer the best support possible to each person, enabling them to work efficiently and remain in employment.
- Manage your own diary, keeping on top of emails, meetings and events that the people you support need to attend.
- Carry out risk assessments for each workplace where you support people.
- To undertake, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
- Understand and adhere to Bridge Creative's policies and procedures.
- Promote Bridge Creative's mission, vision and values and help raise awareness.

## Experience, Knowledge, Qualifications and Skills

- At least 2 years working with people with learning disabilities and/or autistic people.
- A full clean UK driver's license is essential for this role with access to your own vehicle for work.
- Good IT/computer skills (able to confidently use Microsoft Office, Word, Excel, Outlook and similar apps).
- An understanding of the social model of disability.
- A passion for motivating people to reach their potential.
- Knowledge of the barriers faced by disabled people when accessing employment.
- **Desirable** - Experience in mentoring or coaching people, L3 Health & Social Care qualification, Award in Education and Training (AET).
- **Desirable** – an understanding of the Supported Employment model.
- **Full training for the role will be provided including job shadowing.**

## Personal Characteristics

- Excellent communication skills, be able to use a range of communication methods to effectively communicate with people of all abilities.
- Be confident, outgoing, and able to motivate people.
- Be able to work effectively, independently.
- Have a pro-active approach to work.
- Have good moral principles in line with the values of Bridge Creative.
- Have excellent organisational skills and be able to prioritise daily tasks.
- Be able to think on your feet to react positively and efficiently to difficult situations and challenges.
- Be solution-focussed, always maintain a 'can-do' attitude - thinking of the ability rather than disability.
- Be passionate about the role.
- Demonstrate a commitment to equality and respect for diversity.

## **Health and Safety**

In carrying out the tasks in this job description, it is your duty to take reasonable care for the health and safety of yourself, and of others. This includes understanding the hazards in the workplace, complying with health and safety rules and procedures, and ensuring that anything you do, or fail to do, never puts yourself or others at risk. This includes maintaining a safe and secure environment for the people we support.