

Job Title: Inclusive Employment Sustainability Officer

Grade: Band C

Reports to: Inclusive Employment Team Manager

Role Responsibilities: No line management or budget responsibilities

The Role

ECL's vision is to transform lives, empowering independence through care excellence for all. This role requires strong communication and problem-solving skills.

ECL's services alongside all activities within the wider social care sector are undergoing critical reviews and this role is key to achieving the redefined outcomes and objectives.

To deliver these the role of the Inclusive Employment Sustainability Officer is key in ensuring our customers with a learning disability and autism are sustained in their employment, volunteering and/or community outcomes dependant on the customer's choice.

Job purpose

Delivering a range of supportive interventions to help a wide range of participants with a learning disability and/ or autism achieve sustainable employment.

You will hold a caseload of customers in employment and maintain communication with all stakeholders to support their ongoing journey in work

You will have the ability to problem solve and make decisions, demonstrating flexibility, adaptability and a positive 'can do' attitude.

Key Accountabilities

- Work flexibly and collaboratively across structural boundaries as part of cross functional teams, and in support of key functional outputs, regardless of where you sit within the organisation.
- Think creatively, challenging the norms, and constructively challenging those around you (including those more senior) to ensure continuous improvement, commercial astuteness, and inspire the same in colleagues.
- Ensure understanding and the proper assessment and mitigation of risk, including Information Governance, Safeguarding, Health and Safety and Business Continuity.
- Responsible for recognising a disclosure of a concern from an individual that requires a safeguarding intervention to be made and to take appropriate action.

Role Specific Accountabilities

- To promote and develop the mind-set, emotional intelligence qualities, self-confidence and esteem so that customers succeed in their employment.
- Highlight strengths, progression and/or any interventions required to achieve employment sustainment for the customer.
- To communicate effectively with any other staff, co-worker, family member, and/or partner organisation as it relates to the individual in employment.
- To undertake face to face meetings with customers in employment, and their employers, at regular intervals and feedback to the Inclusive Employment Consultant and Inclusive Employment Job Broker.
- To work with consumers, employers, families, job placement specialist, agency personnel and other appropriate parties to problem solve issues relating to training and employment where necessary.
- To deliver high quality end to end Information, Advice and Guidance to ECL customers
- Attend case conferencing and actively participate in customer reviews.
- To provide travel training on alternative routes to job site if necessary.
- To communicate with the Inclusive Employment Consultant/Job Coach to make final decisions regarding any issues that may affect individual's success at a worksite or competitive job site. These decisions may be related to continued job coaching, fading, behaviour, job tasks, etc.
- To participate in decision making processes to identify and implement training strategies and/or services with other staff and host business staff.
- To attend monthly supervision, case conferencing and team meetings.
- To perform other duties as deemed necessary and appropriate by the IE Team manager and/or designated Day Ops manager.

This job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by his/her line manager.

Person specification – Key Skills and Competence

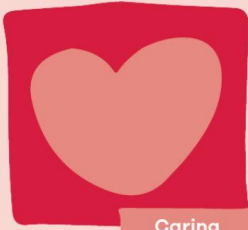
Education and qualification

- Training in systematic instruction desired but not essential
- Training in Employer Engagement (will be provided)
- Proven track record of working with adults with a learning disability

Skills and Experience

- Previous experience with adults with a learning disability and/or autism
- Able to submit and complete appropriate sustainment tracker paperwork.
- Gain feedback from the customer, employer & families where required for the purpose of sustainment.
- Able to recognise and act on the legal responsibilities concerning the safety and welfare of ECL customers.
- Able to demonstrate daily work assignment responsibilities and be accountable for all hours assigned; be punctual and regular in attendance
- Able to participate in professional growth activities such as conferences, in-services, etc.
- Act as an effective role model.
- Able to show enthusiasm, empathy, and a sense of humor.
- Exhibit an overall positive and professional attitude, and diplomacy in building relationships with all parties.
- Utilise sound judgment and decision-making skills.
- Use Standard English in oral and written communication.
- Work as a productive team member with families, host employer, prospective employers, and other agencies.
- Be adaptable in dealing with individual and cultural differences.
- Protect the privacy of individuals and the confidentiality of information unless disclosure serves a professional purpose or is required by law.
- Avoid action that could result in conflicts of interest.
- Be on hand to work some out of hours events.
- Able to be proactive and work on own initiative within policy guidelines.

Our Values



Caring

Supporting others with care, compassion, and positive engagement.



Excellence

Working efficiently and innovatively to achieve excellence.



Teamwork

Working together to achieve our common goals.



Integrity

Being open and having the courage to do what is right