

POST:	Employment Support Coordinator
HOURS:	37.5 hours per week (While advertised as 37.5 hours per week, alternative working patterns may be considered)
REPORTING TO:	Operations Manager
SALARY:	C1 – C3
RESPONSIBLE FOR:	Pre-Pathway Employability Candidates

JOB PURPOSE

The post holder will provide pre-pathway person-centred, holistic 1:1 support, tailored to meet the needs of young people with additional support needs. This will be achieved through identifying and working towards the candidates chosen goals, at their pace.

Using a person centred profile completed with the young person, where likes, dislikes, limitations and strengths are identified, then work towards reaching their potential in a supported manner.

Supporting the Camphill ethos is a key element of the role to ensure that Camphill Blair Drummond maintains its role as a leader in care provision and that the people who live and work in the community can develop in a therapeutic environment.

MAIN DUTIES

- Assist the young person to learn and develop new skills: Confidence & Self-Esteem, Communication, Independent travel, Social Skills, Coping strategies in managing the adult world
- Engage young people in the wider community. This role will have a variety of home working, work in the community and working onsite at Camphill Blair Drummond to achieve outcomes.
- Develop employability skills with an introduction to volunteering, interview skills, to possible work tasters and work placements within Camphill Blair Drummond if appropriate
- Prepare participants to engage in small group activity/learning groups at Camphill Blair Drummond across our Estate and activities
- Engage 25 young people (over the year) aged between 16 and 24. Working in partnership with the wider Learning and Employability Partnership to ensure wrap around support
- Develop individual and group learning/action plans in partnership with participants identifying learning and employability goals
- Liaise with partner organisations including Stirling Council, DWP, Skills Development Scotland, Schools, Colleges, Universities and third sector organisations
- Contribute to service planning and review processes, team meetings, supervision sessions and development opportunities
- Maintain all required records to a high standard.
- Completion of quarterly reporting for Stirling Council (Narrative Report and Data Report)
- Attend bi-weekly Case Conference meetings alongside other Learning and Employability Partners
- Undertake risk assessments for all participants in activity

QUALIFICATIONS

Desirable: Career Coaching Certificate; Certificate for Supported Employment Practitioners

EXPERIENCE AND SKILLS

Essential

- Demonstrate understanding of the learning and employment needs of people with a disability
- Creative approach to problem solving
- Excellent interpersonal and networking skills
- Knowledge of learning, training and employment initiatives
- Knowledge of national and local learning employability agendas including Welfare Reform
- Knowledge of national learning and employability policy and development
- Experience of developing and delivering community-based learning and employability opportunities
- Clean Driving License and willingness to drive Camphill Blair Drummond vehicles

Desirable

- Project Management Skills
- Knowledge of the local area

PERSONAL ATTRIBUTES

- Innovative & creative with a can-do approach
- An understanding of partnership working
- Ability to build rapport and positively influence others
- Compassionate and supportive of the aims and values of Camphill Blair Drummond and the Camphill ethos
- Approachable, personable, supportive and a good listener
- Impartial, assertive and empathetic
- Clear understanding of confidentiality
- Commitment to equality and diversity
- Ability to self-reflect on behaviour
- Flexible in approach and willing to take initiative within agreed parameters
- Ability to lead and inspire others

Desirable: Passionate about enhancing the quality of lives of people with additional support needs; Keeping a positive outlook and using challenges as personal growth; Ability to utilise personal strengths and resources to endure tough times.

This job description is open to the review by the community at any time.