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Job Description

**Job title:** **Employability / Step Ahead Project Worker**

**Reporting to: Employability / Step Ahead Lead Worker**

**Contract: Twelve month fixed term contract**

# Location: 48-52 Allcock Street, Birmingham B9 4DY

**Hours: 35 p/wk**

# Salary: £26,918

**Date last updated: January 2022**

**Overall purpose of job:**

SIFA Fireside works with people who typically, although not exclusively, face issues such as homelessness, poverty, substance misuse, mental ill health, social isolation or learning disabilities. The Employment Workers will work with clients to identify their support needs and employment aspirations and then actively support them to achieve their goals through access to wider and specialist support services, relevant training opportunities, work placements, job coaching e.g. CV writing and interview practice, and ultimately, sustainable employment.

The successful candidate must share our values and commitment to supporting people with complex needs find meaningful employment. They must be comfortable working with a range of partners including training providers and employers.

**Key tasks:**

1. To contribute to the promotion of the service assisting the service lead worker in building strong professional networks with local organisations and agencies such as the DWP and Job Centres, specialist support providers and employers.
2. To support the service lead worker in the development of effective and professional relationships with a range of employers and organisations able to provide suitable meaningful and sustainable employment opportunities for clients. Where appropriate to work closely with the SIFA Fireside Fundraising team to access established corporate partners and support the ongoing development of existing employability projects.
3. To work closely with the SIFA Fireside Financial Inclusion and Housing Lead to address issues such as affordability and money management and to ensure that accommodation is not put at risk by finding employment.
4. To undertake comprehensive risk assessments ensuring that all identified risks are managed effectively and appropriately.
5. To support the service lead in fulfilling all contractual monitoring and reporting requirements by completing all monitoring data as required.
6. To contribute to regular reviews and service evaluations as directed by the Employability Lead Worker.
7. To adopt and develop a personalised approach to supporting clients recognizing that for some this will mean creating initial intensive support packages around their wider health and social care needs before progressing to a point where they consider themselves to be work ready.
8. To build and maintain effective and positive relationships with clients, fostering a holistic approach to recovery through employment.
9. To carry a caseload of clients. To undertake client needs assessments identifying individual support needs and creating realistic and meaningful support plans in line with the remit of the post.
10. To devise and deliver job coaching sessions including support with interviewing and CV writing skills.
11. To recognise individual support needs and employ a range of techniques to ensure effective and sustained client engagement e.g. to engage clients in 1:1 or group sessions as appropriate to the issue being addressed.
12. To prepare, develop and use a variety of in-house resources to promote the development of workplace skills and knowledge e.g. understanding the importance of employment policies and procedures, and what constitutes acceptable work practices to help identify and avoid possible exploitation.
13. To support the clients in identifying and accessing appropriate educational and training courses that will support their employment goals.
14. To contribute to the maintenance of an up-to-date library of training providers and courses relevant to clients seeking to enhance their employability.
15. To maintain accurate and timely records using the in-house CRM system and provide written and statistical reports as directed by the Employability Lead Worker.
16. To ensure all safeguarding issues are accurately identified and reported promptly in line with our Adult Safeguarding policy.
17. To ensure professional boundaries are observed at all times.
18. To be aware of and compliant with all relevant health and safety issues within the workplace.
19. To attend all supervisions, meetings, forums and briefings as required.
20. To work flexibly and as part of the team undertaking any other duties reasonably required under the responsibilities of the post and as directed by the Employability Lead Worker.
21. To demonstrate the organisations values of supportive, dynamic, courageous and inclusive in your everyday work practices.
22. To be willing to undertake all training as required and directed by the Employability Lead Worker.

**Working conditions**:

Project staff are expected to work flexibly to meet the needs of the service. The working day usually falls between 8.30am and 5.00pm..

There may at times be a requirement to travel to other SIFA Fireside or outreach sites. Travel expenses will be paid for any journeys undertaken.

All frontline staff members are required to work Bank Holidays on a rota basis.