

Job Title:	Employment Support Worker
Salary Range:	£25,000 (to be confirmed)
Responsible To:	Employment Manager

1. Job Summary

To provide tailored employment support to individuals with learning disabilities and autistic people, helping them access, retain, and progress in meaningful paid or voluntary employment. The role involves working closely with the people we support, employers, and support services to ensure individuals are fully prepared and supported in their employment journey.

2. Organisation Chart

3. Key Tasks

- Provide one-to-one support to individuals, helping them identify career goals and develop job-seeking skills.
- Carry out employment profiling, job matching, and develop personalised employment action support plans.
- Support individuals through job-search activities, including CV writing, applications, interview preparation, and confidence-building.
- Liaise with employers to identify suitable roles, promote inclusive recruitment practices, and arrange work trials or interviews.
- Offer in-work support, including job coaching and on-the-job training, to ensure successful job retention and progression.
- Work in partnership with families, carers, social workers, job coaches, and other professionals to ensure holistic support.
- Maintain accurate records of progress and outcomes, using agreed case management systems.
- Deliver workshops or group sessions on employability skills where required.
- Keep up to date with employment law, disability rights, and best practices in supported employment.
- Maintain relationships with employers and carry out relevant training with employers to assist them in supporting our members to thrive at work
- Contribute to service development and ensure delivery meets quality and safeguarding standards.

4. Operational Tasks

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5. Communications

6. Finance

7. Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **Organisational Values**
To behave in accordance with the organisation's values of Respect, Integrity, Community and Excellence.
- **Equality & Diversity**
To act in accordance with the Organisation's Equality & Diversity Policy, which is designed to prevent discrimination of any kind.
- **Health & Safety**
Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.
- **Risk Management**
Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.
Responsibility for attending health & safety training as required.
Responsibility for assisting with risk assessments.

8. Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Kisharon Langdon reserves the right to alter the content of this job description

to reflect the changing needs of the organisation but is a correct reflection of the main duties of the post at the time of writing.

9. Acceptance

I agree to undertake the duties of the job in accordance with the above.

Signed: (Post Holder)

Name: (Print)

Date:

Signed: (Line Manager)

Name: (Print)

Date:

This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Kisharon Langdon Job Descriptions. The signed copy will be retained on your Personal File.

PERSON SPECIFICATION

<Job Title>

	Essential	Desirable
Qualifications		Relevant qualification in health and social care, support work, employment services, or education.
Knowledge & Experience	- Experience supporting people with learning disabilities or similar needs. - Understanding of the barriers to employment faced by people with disabilities. - Strong interpersonal skills with the ability to motivate and empower others. - Ability to build positive relationships with clients, employers, and stakeholders - Ability to work independently and as part of a team. - Flexibility to travel and work occasionally outside regular hours. - Full driving license and access to own vehicle.	- Knowledge of supported employment models - Previous experience working with employers on disability inclusion.
Communication & People Skills		
Organisation Skills	Excellent organisational and record-keeping skills.	
Specialist Skills		
Other	- Commitment to the organisation's ethos and aims, and the ability to respect, support, promote and work within a Jewish ethos. - Acceptance of and commitment to the principles underlying the organisation's Equality &	

	Diversity and Health & Safety Policies.	
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