

## **JOB DESCRIPTION**

### **Browns Intensive Employment Support Worker**

**Responsible to:** Employment Coordinator

**Operational Area:** Thames Valley Region - predominantly Oxford City & Aylesbury

**Hours:** Mon - Fri 09:30-17:30

**Contract:** Permanent

**Salary:** £27,000 (raising to £27,500 after successful completion of six-month probation period)

**Travel:** All Travel expenses linked to this role to complete duties are covered from your home location with the assumption you reside within the Thames Valley region (locations outside of this area will be open to discussion and we reserve the right to review regularly)

**Start date:** ASAP

#### **About Us:**

Browns Community Services was established in 2015 by our CEO, with a vision to help support the most vulnerable individuals in society. We have grown and developed over the years with various projects, to ensure we are inclusive and accessible to all client groups. We are proud to say we are providing bespoke adult social care across the Southeast of England and help support our clients achieve their ambitions by offering tailored individual support plans, practical one to one support and advice.

#### **Our Aims:**

To support vulnerable adults, some with more complex needs, to gain a sense of self-worth, confidence, and tools to thrive. By offering guidance on new ways to approach situations and members of society, we aim to break negative cycles and help significantly reduce re-offending. We tackle the common barrier areas for ex-offenders such as substance abuse, mental health, reduce domestic abuse and employability skills to name a few. We aim to implement this by offering consistent support, education, and training along with our in-house professional counselling service and links with outside partners and agencies.

#### **JOB SUMMARY:**

Our Employment Support Workers are specialists in helping and working with individuals with violent and high-risk offending histories, supporting them to break down the barriers to employment.

Individuals are allocated their own support worker who will provide a wraparound service of both in person 1-1 sessions and regular telephone support. The support workers will create a structured action plan with the individuals playing a major part in their journey moving forwards, to help empower them on achieving their goals.

Support workers will use their knowledge and relationships with outside agencies to ensure advice and guidance along with employment and training opportunities are complying with license conditions & restrictions of the individual. With this mindset of the support worker and consistent engagement of the individual we aim for them to become more focused, independent, and positive about taking back control of their lives and achieving an end goal of being employment ready.

We are looking for individuals that are non-judgemental, compassionate and possess resilience. Ideally you will be someone who has experience of supporting others with

complex needs especially those who have come through the judicial system. A can-do attitude with the ability to tailor to the needs of the client's support are paramount.

Training will be provided to the successful candidate by means of in-house induction and training including but not limited to, covering the systems and processes we follow, along with the opportunity to shadow our Employment Coordinator to put key skills taught into practice with clients.

## **MAIN DUTIES & RESPONSIBILITIES:**

- To hold a caseload of clients supporting violent and high-risk offenders across the Thames Valley Region.
- Build non-judgemental, supportive rapport with clients, to help create a positive and productive atmosphere to achieve set goals.
- Deliver 1-1 bespoke person-centred support for each client with regular weekly face to face appointments and ongoing telephone support.
- Deliver action plans for both clients and work coaches to track progress, whilst considering clients license conditions/restrictions.
- Undertake and promote working in partnership with external stakeholders such as substance and alcohol misuse services and raise awareness by means of regularly promoting the support on offer to our referral channels.
- Provide guidance to clients about their obligations around disclosure when applying for work and providing them with a statement to help support their employment applications.
- Help create and refresh CVs along with interview preparation, by means of conducting mock interviews to promote confidence in clients.
- Create job search accounts and email accounts that can be managed by support workers and clients (if permissible) for employment searching.
- Reach out to potential employers to establish new links for clients with specific offences and/or restrictions.
- Support clients to access our own in-house services, alongside supporting with accessing external agency support and maintaining connections with other professionals such as GP services.
- Help to build on our existing relationships with partner organisations such as probation and police services as well as job centre staff.
- Encourage and support clients to maintain new relationships with outside organisations and to support sustaining employment if gained.
- Monitor and record clients progress and key information by utilising our IT systems, including outcome stars delivering 10 key areas of improvement.
- Build strong local connections and be prepared to attend events from time to time to promote Browns services.
- To produce monthly and quarterly reports to the project Coordinator or service manager as and when requested.
- Be able to demonstrate professionalism, enthusiasm, and flexibility.
- Attend monthly in person team meetings.
- Support the Coordinator and team in the event of staff annual leave or sickness.

## **Requirements & Skills:**

- Applicants must have a NVQ2 qualification in Healthcare OR relevant demonstratable experience in a transferable skillset background.
- Minimum experience of 2 years of supporting clients with complex needs or high-risk offenders.
- A full driving license and use of a car will be required for this role.
- Comfortable working directly and independently with the client group.
- Efficient in the use of IT systems including word and excel.

**If you feel you meet the requirements or closely match the majority, we will welcome you to consider applying for this position or to contact us to discuss further.**

## **HEALTH & SAFETY**

Browns Community Service is committed to ensuring the health safety and welfare of its employees and it will, as far as is reasonably practical, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisations procedures and systems on health and safety. Primary responsibilities are:

- To report all health and safety occurrences including potential hazards to line managers
- Support with the completion of relevant risk assessments.
- To comply with Browns community services health and safety policy and regulations.
- To adhere to the safeguarding children and vulnerable adults' policy and procedures.
- To adhere to the safer recruitment and selection policy and procedure.
- To report and safeguarding incidents or concerns immediately to your designated safeguarding officer or lead designated safeguarding officer.
- To complete any safeguarding awareness training as required by Browns Community Services CIC.
- If required for your post, undertake an enhanced DBS check and maintain annual membership through the update service.

## **ADDITIONAL RESPONSIBILITIES:**

- Adhere to all policies and procedures of the organisation.
- Commit to continual development and undertake any training and development deemed necessary to fulfil criteria of post.
- Any other duties commensurate with the level of the post.

**It is a requirement for this post that an enhanced DBS disclosure check will be undertaken for the successful candidate.**