



## **Job Description**

**Job Title:** Training and Employment Support Officer  
**Responsible to:** Projects Manager (New Horizons)  
**Reporting to:** Employment Services Manager

### **General Description**

The post holder will provide direct support to adults who have a learning disability placed with community employers. The post holder will foster a person centred approach to supported employment. This support will involve delivering accredited training in relevant work readiness programmes, and liaison duties with clients, employers, families and multi disciplinary professionals.

### **Main Responsibilities**

- To focus on a person centred approach to supported employment
- To provide support to adults with a learning disability into work placements / paid employment opportunities in their community
- To identify and set up appropriate employment placements. Carry out Contracts, Job Analysis and Risk Assessments for each placement
- Provide intense Job Coaching until service user feels confident within placement
- To liaise with appropriate agencies from Education, Health, DEL and employers throughout this process
- To deliver accredited training to service users in the programmes devised by New Horizons – Workability and Independent Travel Training
- To plan annual reviews for all service users
- Ensure health and safety of clients and report accidents and complaints to line manager
- To prepare and deliver presentations to relevant agencies, service users and parents



- Attend relevant training courses to enhance personal and professional development within supported employment
- Complete all written records and reports as required
- Other duties which may be required within the general context of the post

### **Qualifications and skills required**

#### **Essential:**

- Educated to A Level standard including a GCSE in English Language Grade C or above
- Basic computer literacy
- A minimum of 1 year voluntary/ paid experience in working with adults who have a learning disability
- Demonstrate a sound knowledge of the needs of adults with a learning disability
- Good organisational skills
- Demonstrate excellent oral and written communication skills
- Be able to work under own initiative
- Hold a current licence and have access to a car that is insured for business use.

#### **Desirable**

- Knowledge of supported employment
- Previous experience in training / teaching

**Hours: 20 hours per week. Tuesday – Friday 10.00am – 3.00pm**

**Salary: £16,137- £17,985 pro rata + non contributory pension**

**Fixed term contract until January 2008 – Possible extension subject to funding**

**Location: New Horizons office @ 45c Derry Road Strabane**

**Holidays: 25 Days (pro rata)**