

Job Profile

Position Details	
Post	Specialist Employment Advisor (Youth at Risk)
Service Area	Economic Development and Regeneration
Reports to	Haringey Works Delivery Team Manager
Grade	PO3
Job Family	To be completed by HR

Role Purpose
<p>The Individual Placement and Support (IPS) approach has proven to be a successful delivery model for supporting people experiencing mental ill health secure meaningful employment. This is a newly created role which will pilot a similar approach to the IPS model for young people aged 18+ at risk of violence.</p> <p>Based within Haringey Works, the Council's employment delivery team, the specialist employment advisor will engage with a range of services already working with young people at risk to identify, engage and then provide intensive job-focused support so that more young people will secure meaningful and sustainable employment, providing a route out of potential criminal and possibly violent activity.</p> <p>The specialist employment advisor will provide personalised, intensive support to a small caseload of young individuals, empowering and enabling them to make positive decisions to fulfil their true potential. This role will help these young people realise their full human capital.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. To be part of Haringey Council's wider employment support service, Haringey Works, supporting more of the borough's residents take positive action to ultimately move into meaningful employment and apprenticeship opportunities, in line with the Borough Plan. 2. To understand the evidence based IPS model piloted in Public Health and adapt this approach to develop a young people at risk employment support model and deliver this employment support service to young people at risk . 3. To proactively undertake community engagement activities with services which already work with target youth cohort to identify and engage young residents for employment support. To establish an effective referral mechanism with Haringey Community Gold, Youth Justice Teams, Haringey Youth Offending Team, Project Futures and Early Help Partnership. 4. To be fully integrated into Children and Young People's Mental Health Service, Child and Adolescent Mental Health Services, Open Door, Young Minds, Action on Alcohol

Insight Platform and Sexual Health Services to establish an integrated and holistic approach to overcoming complex barriers Young Person face.

5. Where appropriate attend clinical team meetings to integrate employment support alongside health treatments.
6. To effectively manage a small caseload of 30 clients , ensuring intensive and personalised job-focused support is provided.
7. Support Clients to understand their skills, aspirations and goals through the completion of an Action Plan to obtain and sustain competitive employment in line with their preferences. To ensure this Action Plan builds on, rather than duplicate, any other Action Plan the resident may have
8. Building strong and positive relationships with clients, enabling them to make well informed choices and appropriately diagnose other areas of support.
9. Working in a target-focused environment, to support the client move into a positive outcome which includes employment, apprenticeships or return to learning.
10. Focus on rapid job search with the client, whilst utilising local support networks to help them overcome their barriers to employment.
11. To develop effective working relations with a range of council services and external agencies who can enhance the support available to help individuals to achieve their employment goals, for example, local colleges, training providers and other services such as National Careers Service.
12. Proactively develop collaborative relationships with employers so that job opportunities are identified for the young people and support is provided once in work, to both the client and employer so that barriers to sustaining employment are identified and collectively overcome.
13. Undertake active job search with clients so that jobs in the 'hidden market' are unlocked as well as opening access to jobs that have been advertised.
14. To assess and help address needs related to securing and sustaining employment, which may include support with benefits, travel to work and managing issues that may risk work being sustained.
15. To create and develop objectives for clients entering or returning to work via a Work Support Plan. This can include confidence building, managing a health condition, reasonable adjustments, childcare responsibilities and any other needs a client may have to sustain employment.
16. To maintain accurate records and case notes on the CRM system, including accurate record of job outcomes and sustainability, in a timely manner.
17. To be aware of legislation and national policies as they affect clients, particularly in the areas of health, housing, welfare rights, mental health, substance misuse and community care.

18. To be target driven, achieving challenging but achievable individual and service-wide employment related targets and related KPIs reporting to both the Haringey Works Service Manager and the Community Safety and Enforcement Team. In doing this, always maintaining a culture of collaboration and collegiate working, supporting team members as appropriate.
19. To continually build knowledge of the wide range of services available to residents, from employment and skills, to align the services, including housing, health and welfare support.
20. Ensure that you take positive actions to safeguard young people and vulnerable adults you come into contact and follow correct procedures around safeguarding
21. To proactively build knowledge of the provider network in the borough, from employment and skills to providers of other allied services from across the public, private and voluntary and community sectors.
22. Make effective contributions to formal and informal Officer and Member meetings, providing accurate advice and information as required and prepare and deliver reports for Council committees and other meetings.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

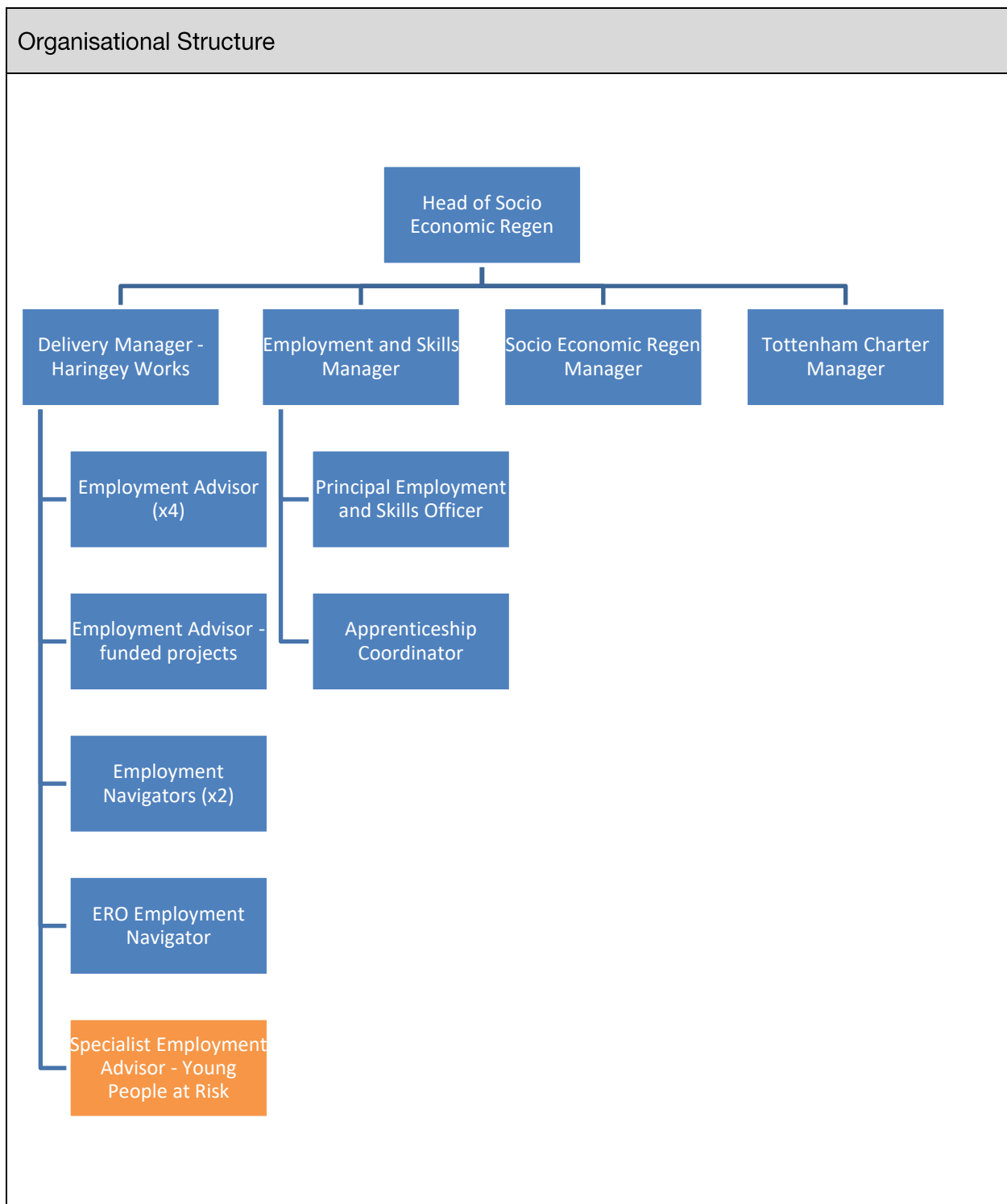
Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Detailed knowledge of local employment, training and public health services available to residents	Essential
2. Good understanding of the criminal justice sector and how young people at risk may interact with these	Essential
3. Good understanding of the challenges faced by young people at risk of crime and violent activities	Essential
4. A good overview of how the IPS and other comparable models work;	Desirable
5. Understanding of Welfare Benefit rules and how these affect unemployed, disabled people with health and social care needs	Desirable

and/ or mental ill health conditions, returning to work. Also, an understanding of in-work benefits	
6. Good understanding of the barriers preventing young people at risk from engaging with support linked to employment, education and training	Essential
7. Good understanding of the political environment of local government	Desirable
8. Understanding of equalities and diversity issues in the context of regeneration projects and their implications for local government	Essential
9. Detailed knowledge of key economic development issues in relation to employment and skills including interventions/programmes tackling worklessness and welfare reform	Essential
10. Experience of supporting people from disadvantaged communities, and/or with complex needs and constraints	Essential
11. Experience of working in a solutions-focussed person-centred way and able to assess suitability of provision from an asset-based approach.	Essential
12. Experience of delivering programmes/projects supporting people into sustained employment	Desirable
13. Experience of working as a lone worker in a community setting	Desirable
14. Experience of contributing to the development and management of multi-agency partnership projects or programmes	Essential
15. Experience of mainstreaming equalities issues.	Essential
Skills	
16. High emotional intelligence, with ability to build trust and relationships, particularly with vulnerable people in a sensitive manner	Essential
17. High level of personal resilience, with ability to manage set back and move positively forward	Essential
18. Effective communicator with the ability to both challenge and support, and ability to recognise when to use which. Not afraid to have difficult conversations	Essential
19. Highly effective negotiator, with the ability to guide people to make the right positive decision for themselves	Essential

20. Proven ability to initiate a new project and command the necessary initiative and person resilience required to get new project off the ground	Essential
21. Excellent communication skills (verbal and written) including good inter-personal skills to work effectively with a range of stakeholders from project participant to local partners	Essential
22. Proven track record of working in a target-driven environment and successfully exceeding targets	Essential
23. Proven experience of managing complex workload effectively and balancing competing priorities	Essential
24. Ability to provide a sensitive and professional support service to vulnerable people	Essential
25. Excellent team working skills and ability to work across a number of teams and functions	Essential
26. Ability to work remotely from main team and base	Essential
27. Ability to use IT applications and to be self-servicing in respect of word, processing, spreadsheets, email and the internet.	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <p>Internal – Haringey Works Delivery Manager, Head of Service, Other colleagues in the Haringey Works service and wider Socio-Economic Team, Community Safety and Enforcement Team; Haringey Adults Learning Service, Senior Public Health Commissioner, Young People and Families Team</p> <p>External - DWP, CONEL, Homes for Haringey, VSC, Haringey Community Gold, Youth Justice System, Haringey Youth On Track, Project Futures</p> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Please note: This is an interim org chart. A restructure is due.



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	Yes	
Walking more than a mile.	Yes		Manual handling.	No	
Working alone or in isolation.	Yes		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	Yes		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: