

# Role Profile Supplement

## My Current Role and Responsibilities



### MY CURRENT ROLE:

<b>Current role:</b>	Employment Advisor
<b>Role Profile/Job Title:</b>	Recovery Worker
<b>Location:</b>	Oxfordshire
<b>My Manager:</b>	Oxfordshire Team Leader

### SUPPORT/TRAINING:

- Supervision with Oxfordshire Team Leader
- Employment Training

### SPECIFIC RESPONSIBILITIES I HAVE:

- You will manage a caseload of people in structured treatment to assist them in securing sustainable paid employment. You will deliver the Individual Placement and Support (IPS) approach; providing person centred advice and guidance to clients, whilst building positive relationships with local employers to enable clients to move into suitable employment.
- Manage a caseload of around 25 people in structured treatment for substance use who are motivated to start/return to work.
- Meet and support people to understand their key skills, aspirations and goals through completing a Vocational Profile and produce an Action Plan to help them obtain and sustain competitive employment. This includes support with their job search, CV production, application forms, interview techniques and career development.
- Assess people support needs related to work which may include benefits/welfare advice, disclosure of mental health symptoms etc, and provide support & guidance.
- Source job opportunities for people through tailored job search and regular contact with local employers to explore hidden as well as advertised employment opportunities.
- Deliver satellite sessions within Oxfordshire DWP Job Centre Plus Services