
JOB DESCRIPTION

Job title: Case Worker

Job type: Full-time

Function: Operations

Positions available: three roles available

Salary: £25,000 to £27,000 per annum

Location: Islington, Camden, Westminster, EC1 City of London

Closing Date: 24 November

Interview: Week commencing 25 November

PURPOSE OF YOUR JOB

Kennedy Scott has been supporting people to achieve their potential and progress in their careers and lives for 30 years.

We are looking for an experienced Caseworker to work on our Journey 2 Work programme supporting participants from 40+ to progress towards employment.

PRINCIPAL ACCOUNTABILITIES / KEY RESULT AREAS

- Assessing needs and barriers of participants through SMART action plans and a needs assessment
- Registering participants from Jobcentre and other partners referrals
- Supporting participants into training, work placements and employment
- Tracking and recording customer outcomes and activities on the CRM system
- Coaching and providing employer led advice and guidance to participants
- Working to targets and deadlines as set out by contract profiles
- Building and maintaining relationships with local employers to secure job opportunities for the participants
- Providing ongoing in work support to participants
- Sign-posting participants to a range of organisations which support participants with overcoming a diverse of barriers to employment

KNOWLEDGE AND EXPERIENCE

- At least one years' experience in the employability / training sector
- Experience of individual based targets
- Excellent Customer Service Skills
- Experience/training in working with people with diverse barriers to overcome them for customer to secure employment
- Experience in meeting and exceeding targets
- Flexibility and adaptability to change
- Innovation and ideas delivery individually and in staff forums
- Experience in employer engagements and reverse marketing
- Highly motivated individual
- Confident in use of MS Office, MS Word, MS Excel and Outlook.
- Excellent organisational and time management skills
- Attention to detail
- Knowledge of safeguarding processes

HOW TO APPLY

Please send your CV to jorge.garcia@kennedyscott.co.uk