

APPENDIX

Job Description for Careers Adviser/Guidance Worker



'To engage with clients to identify and address their needs, offering information and advice on learning and career options and personal development opportunities' includes:

- Provide in-depth guidance interviews to raise clients self-awareness of their training needs, overcome barriers to work and learning and identify and develop skills to enable them to make effective careers decisions e.g. advise on courses, training opportunities and routes to learning and work for particular careers
- Guide and support clients in developing jobs skills for employment e.g. writing of CV's, covering letters, interviewing techniques, job applications
- Promote the skills for life agenda and lifelong learning as a means to sustainable employment.
- Support clients in their decision making and setting of S.M.A.R.T. action plans to achieve their goals
- Advise on funding opportunities
- Assess client's abilities through computer based software i.e. Adult Directions, Skills Health Checks
- Arrange interviews by appointment, brief contacts, drop-in-sessions at different locations, telephone, and e-mail contact
- Monitor and record clients progress through 1 and 3 month follow-up calls, address any difficulties the clients may have and provide further support as necessary
- Disseminate literature/leaflets/college prospectus on learning, training and employment related topics

'To manage information effectively to facilitate the process of meeting the needs of clients' includes:

- Researching and updating of knowledge to ensure information given to clients is current, accurate and relevant to their needs.
- Management of information in directing clients through a referral process in opening up options with regards to specific support.
- Management of information in accordance with quality standard frameworks, policies and procedures of ASCEND and government legislation.