



Employ Me Caseworker

About the Team and the Role

The Employ Me programmes work across England and Northern Ireland and we are piloting its development in Wales. It supports participants to develop the skills knowledge and work experience that leads to paid employment.

- The Employ Me Caseworker is central to the delivery of agreed supported employment models that support people with learning disabilities, difficulties and autism to develop skills, knowledge and experience that lead to paid employment
- They will report into a Programme Coordinator in Wales who will be responsible for the delivery of Employ Me pilot project in North Powys.
- They will be accountable for the progression of a caseload of individuals ensuring contractual targets are achieved for the specific contract that they are working on
- They will ensure packages of support are delivered based upon assessment, support needs and agreed action plans
- They will be responsible for ensuring that individuals develop the skills to be able to enter paid employment within timescales and targets set by Mencap and the specific contract.
- They will play key role in increasing the number of people with a learning disability into paid employment by establishing strong relationships with employers at a local level
- The post holder will be responsible for ensuring that appropriate in-work support is provided for people gaining work skills in a real work setting and for people who have gained paid work and require in-work support to sustain their employment



What you will bring to the role

- A positive attitude and enthusiasm to support people with learning disabilities, difficulties and autism
- Knowledge and experience of supporting people with a learning disability in an employment, social care or day service provision but with an proven ability to adhere to agreed delivery models
- Ability to communicate with different audiences using different formats
- An ability to work independently as well as part of a team
- An ability to plan and manage your own workload and build professional relationships with a variety of stakeholders
- Experience of reporting and recording progress and achievement
- A track record of securing paid work outcomes and delivering to targets
- Understanding of working in a person-centred way
- Knowledge of the job market

Please note: This job description is not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.



We are **passionate**
about making the
world a better place



We are **positive**
in our work and
with each other



We are **brave**
we challenge and
try new things



We are **kind**
to everyone



We are **inclusive**
of everyone



“This isn’t just a job - it’s a chance to help change the lives of people with a learning disability and their families. If you’re passionate about making a difference, join Mencap in building a more inclusive future.”

Mencap and our Commitment to Safeguarding

Mencap is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to appropriate pre-employment checks, including references and, where applicable, an enhanced Disclosure and Barring Service (DBS) check.



We are **passionate** about making the world a better place



We are **positive** in our work and with each other



We are **brave** we challenge and try new things



We are **kind** to everyone



We are **inclusive** of everyone



Cyflogwch Fi, Gweithiwr Achos

Ynglŷn â'r Tîm a'r Rôl

rhaglenni Employ Me yn gweithio ledled Lloegr a Gogledd Iwerddon ac rydym yn treialu ei ddatblygiad yng Nghymru. Mae'n cefnogi cyfranogwyr i ddatblygu'r sgiliau, y wybodaeth a'r profiad gwaith sy'n arwain at gyflogaeth â thâl.

- Mae Gweithiwr Achos Cyflogwch Fi yn ganolog i gyflawni modelau cyflogaeth â chymorth y cytunwyd arnynt sy'n cefnogi pobl ag anableddau dysgu, anawsterau ac awtistiaeth i ddatblygu sgiliau, gwybodaeth a phrofiad sy'n arwain at gyflogaeth â thâl.
- Byddant yn adrodd i Arweinydd Rhaglen yng Nghymru a fydd yn gyfrifol am gyflawni prosiect pilot Cyflogwch Fi yng Ngogledd Powys.
- Byddant yn atebol am gynnydd llwyth achosion o unigolion gan sicrhau bod targedau cytundebol yn cael eu cyflawni ar gyfer y contract penodol y maent yn gweithio arno.
- Byddant yn sicrhau bod pecynnau cymorth yn cael eu cyflwyno yn seiliedig ar asesiad, anghenion cymorth a chynlluniau gweithredu y cytunwyd arnynt.
- Byddant yn gyfrifol am sicrhau bod unigolion yn datblygu'r sgiliau i allu dechrau cyflogaeth â thâl o fewn yr amserlenni a'r targedau a osodwyd gan Mencap a'r contract penodol.
- Byddant yn chwarae rhan allweddol wrth gynyddu nifer y bobl ag anabledd dysgu sydd mewn cyflogaeth â thâl drwy sefydlu perthnasoedd cryf â chyflogwyr ar lefel leol.
- Bydd deiliad y swydd yn gyfrifol am sicrhau bod cefnogaeth briodol yn y gwaith yn cael ei darparu i bobl sy'n ennill sgiliau gwaith mewn lleoliad gwaith go iawn ac i bobl sydd wedi ennill gwaith â thâl ac sydd angen cefnogaeth yn y gwaith i gynnal eu cyflogaeth.



Beth fyddwch chi'n ei gyfrannu i'r rôl

- Agwedd gadarnhaol a brwdfrydedd i gefnogi pobl ag anableddau dysgu, anawsterau ac awtistiaeth
- Gwybodaeth a phrofiad o gefnogi pobl ag anabledd dysgu mewn darpariaeth cyflogaeth, gofal cymdeithasol neu wasanaeth dydd, ond gyda gallu profedig i gadw at fodolau cyflawni y cytunwyd arnynt
- Gallu cyfathrebu â gwahanol gynulleidfaoedd gan ddefnyddio gwahanol fformatau
- Gallu gweithio'n annibynnol yn ogystal ag fel rhan o dîm
- Gallu cynllunio a rheoli eich llwyth gwaith eich hun ac adeiladu perthnasoedd proffesiynol gydag amrywiaeth o randdeiliaid
- Profiad o adrodd a chofnodi cynnydd a chyflawniad
- Hanes o sicrhau canlyniadau gwaith â thâl a chyflawni targedau
- Dealltwriaeth o weithio mewn ffordd sy'n canolbwyntio ar y person
- Gwybodaeth am y farchnad swyddi

Noder: Ni fwriedir i'r disgrifiad swydd hwn fod yn gynhwysfawr. Gall dyletswyddau a chyfrifoldebau esblygu dros amser i adlewyrchu anghenion y sefydliad a'r rôl.

mencap Cymru



We are **passionate** about making the world a better place



We are **positive** in our work and with each other



We are **brave** we challenge and try new things



We are **kind** to everyone



We are **inclusive** of everyone



“Nid swydd yn unig yw hon – mae’n gyfle i helpu i newid bywydau pobl ag anabledd dysgu a’u teuluoedd. Os ydych chi’n angerddol am wneud gwahaniaeth, ymunwch â Mencap Cymru i adeiladu dyfodol mwy cyhyrusrdd.”

Mencap a'n Hymrwymiad i Ddiogelu

Mae Mencap wedi ymrwmo i ddiogelu a hyrwyddo lles plant, pobl ifanc ac oedolion agored i niwed, ac mae'n disgwyl i'r holl staff a gwirfoddolwyr rannu'r ymrwymiad hwn.

Bydd ymgeiswyr llwyddiannus yn destun gwiriadau cyn-gyflogaeth priodol, gan gynnwys geirdaon a, lle bo'n berthnasol, gwiriad manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS).



We are **passionate** about making the world a better place



We are **positive** in our work and with each other



We are **brave** we challenge and try new things



We are **kind** to everyone



We are **inclusive** of everyone