

<b>POST TITLE</b>	<b>SUPPORTED EMPLOYMENT JOB COACH</b>
<b>DIRECTORATE</b>	<b>PLACE</b>
<b>SERVICE</b>	<b>BUSINESS GROWTH AND INCLUSION, PLACE DEVELOPMENT</b>
<b>RESPONSIBLE TO</b>	<b>EMPLOYABILITY CONTRACT AND PROGRAMME MANAGER</b>
<b>NUMBER OF POST HOLDERS</b>	<b>2</b>
<b>ACTING UP/ SECONDMENT</b>	<b>NA</b>

#### **PURPOSE OF JOB**

Support a group of young people with a disability people over a period of one academic year as they gain employability skills in the host workplace and to further support the same group to access long term employment.

#### **THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

- Provide job coaching and direct support to interns.
- To participate in a process to recruit a group of up to 13 young disabled people (16-29) as Project Search Interns.
- Assisting interns to integrate into a job role.
- Teaching job tasks, by direct job coaching, building natural supports, identifying job accommodations.
- Identifying and implementing strategies to complete job tasks in the longer term.
- Listening to interns' job-related concerns and assisting them to identify solutions.
- Supporting interns to develop professional working relationships with colleagues.
- Working with the interns on disability disclosure for colleagues and managers.
- Encouraging interns in the areas of grooming, hygiene, communication.
- Providing travel training to job site if necessary
- To assist interns to access long-term employment; within their intern role, elsewhere with the host employer, or on the open recruitment market by:
  - Identifying their skills and employment support needs
  - Formulating action plans
  - Compiling written media, e.g: CVs
  - Job Search using a variety of media including the internet, direct marketing and cold calling when required.
  - Contact with employers on the interns' behalf
- To support interns to address employment related issues, such as accessing benefits advice, aids and adaptations.
- To signpost interns to other agencies where relevant, such as housing support.
- To liaise and work with families/carers of the interns to find positive solutions regarding reasonable adjustments, marketing ideas and general day to day support to enable the intern to succeed on Project Search.
- To attend and actively participate/present at regular monthly family information/feedback events, half yearly orientation events and annual information, conference and training events.
- To perform specific job analysis, task analysis, and job matching activities by working closely with placement managers/supervisor
- To present a value based approach when working with interns and all other contacts
- Record and report project delivery information.

- To maintain client files, ensuring that they are up to date and contain relevant signed documents taking account of data protection
- To contribute to quarterly and annual reports and service evaluations
- To comply with policies and practices, following procedures as required.
- During the interns' summer break, the post-holder will undertake a range of activities to prepare for the following academic year.
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#### **THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

- Work closely with College Tutor, other project staff and managers, reviewing individual intern performance and devising joint strategies to support interns.
- Work with placement managers as required to establish good working relationships with line managers and co-workers at each intern placement.
- SVQ II in relevant discipline or equivalent demonstrable experience or HNC/HND in relevant discipline.
- High standard of written and verbal skills and familiar with producing reports and maintaining records
- An ability to engage positively and supportively with individuals and their families/carers.
- Ability to understand the barriers that young people affected by mental or physical health issues face when seeking employment.

#### **ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

- Respond to changing priorities and demands from internal and external customers.
- Although the post may be exposed to some physical demands and some adverse working conditions these will be predominantly within the range of normal office based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.
- There may be demands associated with difficult clients or the need to maintain emotional resilience in potentially upsetting circumstances and these should be described where appropriate.
- The post holder will manage their own work-load working in a specified area and may also take forward an agreed area of work for the benefit of the service.
- The post holder is expected to develop the service and determine own programme and priorities of work within the framework of jointly devised workplans.

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- No direct reports but responsible for directing the work of up to 13 interns aligned to a project/programme.

#### **RESOURCES**

The post will be responsible for a range of office equipment and will update and maintain data.

#### **HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;

- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).