



Day Opportunities

Supporting people with disabilities

Job Description

Department: Employment Development

Division/Section: Supported Employment

Job Title: Job Coach

Post No:

Grade: PCC Grade 6

Reports to: Supported employment Manager

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



Does the post involve working in regulated or controlled activity with children or vulnerable adults?
CRB Check applicable?

Regulated Controlled Neither

Standard Enhanced x None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:

No. of direct reports: 0

No. of indirect reports: 1

Size of budget:

- Job Purpose:**
1. To Support adults with Learning disabilities to identify, access and then maintain employment opportunities
 2. To provide advice and support to host employers on the benefits of employing adults with disabilities and raise awareness of the Job coaching service and disability employment issues.

Main Duties and Responsibilities:

Negotiating work placements with and for host employers / carers / other agencies

Providing direct and indirect support to People With a Learning Disability (PWLD), host employers, carers and other stakeholders as required – Including host employer onsite training and mentoring where needed

Assisting PWLD to obtain financial and benefits advice

Maintaining paper and electronic case files / records on a daily basis.

Prepare reports for reviews / host employers and attend multi-disciplinary meetings as required.

Develop and maintain effective working relationships with service users, partner agencies and carers

Support PWLD with transport training to and from employment placements

Providing ongoing support to PWLD in order for them to sustain the employment or training.

Continual review and planning to develop and maximise the potential of the individual in the work placement

Risks assess all aspects of the work placement from travel to tasks carried out at the venue.

Support service users through HR issues with their employers, which may include disciplinary or grievance procedures and hearings.

Monitoring and mentoring a range of different work placements across many locations on a daily basis

Ensure that host employers conform with current employment legislation and health and safety best practice

Work with PWLD at employment placements to ensure that Health and Safety legislation understood and /or adhered to

Identify and provide any necessary 'pre work' training identified by initial employment assessment. This may be direct training or signposting as required.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE:

COMPLETED BY:



	<ul style="list-style-type: none"> • Previous occupational training in Moving and Handling and Personal Care • SOVA awareness, infection control • 	
ABILITIES	<ul style="list-style-type: none"> • Ability to provide and receive routine information, which required tact or persuasive skills or where there are barriers to understanding • Effective interpersonal skills • Knowledge of need to be able to work and support people with dignity, care and respect • Excellent IT skills including all Microsoft Office software • Ability to use initiative, prioritise, liaise with a range of other professionals • Work as part of a team and alone, on base or in the community • Supervising, mentoring, empowering service-user's progress, and outcomes • Ability to follow PCC guidelines • Implementing agreed aims and objectives set for work placements • Ability to develop and maintain effective consultation with service-users, carers and host employers • Ability to communicate in writing as well as verbally • Knowledge and understanding promotion of independence of service-users through aims and objectives and developing work placements • Full Driving Licence and access to use of a vehicle daily. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]