



Job Description - Job Coach

Job Title:	Job Coach
Accountable to:	Locality Manager
Responsible For:	
Salary:	From £10.34 per hour
Location:	Bristol
Hours:	Various
Contract:	Subject to funding

Job Purpose

1. Under the general supervision of the Locality Manager and as part of Supported Employment Service, the Job coach will demonstrate, mentor & model best practice Job Coaching to provide support to individual service users that enables them to secure and maintain employment and to maximise their independence, competence and integration in the workplace.
2. Deliver excellence in all aspects of Job Coaching ensuring effective Vocational Profiling and Discovery, Employment Planning and Employer Engagement.
3. To participate in a range of contracts and programmes working with a range of education, social care and health partners
4. Contribute actively to the smooth running and development of the co-operative.

Main duties and responsibilities

1. Provide intensive 1:1 support in all aspects of employment support.
2. Work with a caseload of individual young people to identify and support their aspirations for future employment.
3. Prepare and deliver an employment support plan to the individual & their employers, that is in line with the client's wishes and employer needs as highlighted through Vocational Profiling/Discovery, Planning Meeting, Employer Discovery & Negotiations, Workplace Analysis, Job Analysis & Task Analysis.
4. Provide support to a service user to enable them to visit worksites, travel to and from work, perform job tasks, use worksite facilities, take part in work related social activities, attend meetings, training or interviews related to their employment needs
5. To provide on-the-job training to service users in integrated work settings and/or support to co-workers to become competent and independent.
6. Carry out and learn each job prior to designing training programmes and pacing the client.
7. To accurately produce regular activity logs and updates in line with company reporting structures.

8. To acquire or complete risk assessments where appropriate.
9. To carry out detailed job matching of service users and placements.
10. Understand the concerns of the individual, carers and employers, facilitating understanding and communication on an ongoing basis.
11. Use Systematic Instruction to ensure a planned approach to support maximum participation of the supported employee in job and job related tasks. Continually seek ways to increase the individual's independence and competence in job and job related tasks.
12. Identify, wherever possible, strategies for fading, use of natural and other supports, accommodations or aids and adaptations to minimise reliance on the job coach.
13. To analyse and use, if appropriate, company training opportunities and the support of the workers according to individual need.

General

1. Provide, as part of a wider team process, a level of flexibility in order to respond quickly to employers and job seeker need
2. Be willing to undertake occasional weekend, early morning, evening and night-time work.
3. Possess a current driving licence and have access to transport or demonstrate how they will be effective in working with individual service users in their places of work anywhere across the whole of the Bristol area.
4. To maintain standard of dress that is appropriate to role and in accordance with the organisation's dress policy.
5. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Sixteen's confidentiality policy for all staff.
6. To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
7. To take all reasonable care of the health and safety of her/himself and of other persons who may be affected by her/his acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with. To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
8. To work at any other location, as and when required.
9. To undertake any other duties which are consistent with the post.
10. Support the development of the co-op when working with other Job Coaches in sharing support etc to ensure clarity with regards to style of support to be provided ensuring consistency of approach to the individual and employer

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

Person Specification - Job Coach

Criteria		Essential	Desirable
Experience	Experience of working in a wide variety of work settings and job roles	E	
	Experience of work and successfully dealing with employers	E	
	Experience of recruitment and/or training	E	
	Experience of risk assessments		D
	Experience of working with people with learning disabilities		D
	Experience of working in a catering environment		D
Education and training	A good level of education and understanding of employment issues	E	
	Training in Systematic Instruction		D
	Other Job Coaching and supported employment training		D
	Health and Safety at work		D
Knowledge and skills	Self organisation and self motivation	E	
	Able to use personal initiative within a structured framework	E	
	Good negotiation skills	E	
	Ability to communicate effectively with users of the service	E	
	Able to use standard office IT programmes	E	
	Ability to communicate effectively	E	

	<p>both orally and in writing, with other staff, clients, employers and other professionals</p> <p>Basic knowledge of welfare benefits</p> <p>Clean driving licence and access to car</p> <p>Basic knowledge of Health & Safety at Work Act</p>		<p>D</p> <p>D</p> <p>D</p>
<p>Personal circumstances and attributes</p>	<p>Ability to show empathy and understanding towards clients</p> <p>Ability to promote and work towards increasing independence amongst the user group</p> <p>Ability to meet the physical requirement of the job</p> <p>Ability to keep records</p> <p>Willingness to undertake all relevant training</p> <p>Ability to work under pressure</p> <p>Ability to work flexibly</p> <p>Understanding/awareness of Equal Opportunities</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

Access to a computer will be a distinct advantage