

People Matters (West Yorkshire) CIO

Job Description: Job Coach

Purpose:

The role of the Job coach is to help people enhance their strengths and improve their job skills. The role is working with and coaching people who have learning disabilities, autism or other hidden disabilities who need support to develop employability skills. Members may also need assistance to function in a workplace while they settle into their role.

The job coach will be a mentor eager to support members and on occasion employers. You must be able to discover people's strengths and weaknesses and tell them what works best for them. You will need excellent communication skills combined with the confidence to build positive working relationships with employers and members.

Location: The job coach will be based at Barkston House but will be required to work on employer and other premises as required.

Responsible to: Service Manager

Line Manager/Supervisor: Employment Services Coordinator

The Job Coach will:

- Communicate with members to understand their goals and ambitions
- Assist members to discover and overcome their personal barriers and set goals
- Assess the strengths of individuals and teach them to use them effectively
- Guide members in learning to complete job tasks, including breaking down tasks to appropriate levels for individuals
- Help in the development of motivation and skills
- Provide coaching in effective job search techniques
- Assist people who have learning or other disabilities in developing social and life skills
- Work with the ES Coordinator to identify suitable job roles for individuals and advise on workplace adjustments for people who have learning or other disabilities
- Monitor and evaluate progress of members
- Keep records and documentation and prepare appropriate reports
- Promote positive behaviour of members in line with organisational policies
- Attend team and organisational wide meetings and best practice sharing
- Promote and provide as appropriate impartial information, advice and guidance to members and volunteers including signposting and referrals as per the organisation IAG model and cycle
- Ensure effective practice of equality & diversity, health & safety, safeguarding and data protection policies with all learners including risk mitigation and reporting of incidents

Person Specification

ESSENTIAL;

Knowledge/Qualifications

Good subject knowledge to a minimum of level 3 or be willing to work towards

Experience:

1. Proven experience as a job coach, support worker, learning support assistant, teaching assistant or other relevant role
2. Experience in working with people who have learning or other disabilities

Skills:

1. Ability to work in ways which value & promote individual choice and demonstrate understanding of the barriers to gaining employment faced by adults, including those with disabilities
2. Ability to inspire and motivate
3. Ability to communicate clearly and easily at all levels verbally, and in writing
4. Ability to form supportive, professional relationships with members and maintain an open & welcoming attitude to newcomers
5. Working knowledge of MS Office and other IT / social media packages
6. Ability to work with limited guidance and collaborate as a member of a team.
7. Ability to work creatively, flexibly and responsively
8. Ability to review own performance and take action to make positive change

Personal qualities:

1. Positive and motivating attitude
2. Willingness to undertake professional development
3. Commitment to working in ways which promote equal opportunities
4. Willingness to work within People Matters' policies including health and safety, safeguarding and data protection
5. Willingness to work in different locations and non-standard hours

DESIRABLE:

1. Proven experience as a job coach
2. Clean driving license
3. Be trained in TSI (systematic instruction) or be willing to complete training