

THE PARTNERSHIP TRUST	
JOB DESCRIPTION & PERSON SPECIFICATION	
POST TITLE: Job Coach	GRADE: BANEs: Grade 4 SCP 7
RESPONSIBLE TO: Project SEARCH Manager	
DISCLOSURE LEVEL: ENHANCED	
EMPLOYEE:	
DATE:	

Project SEARCH, is a supported internship programme aimed at supporting people with learning disabilities aged 16-25 to develop skills in the workplace. The aim is to provide three on-site work placements for interns over the course of the year, giving them the valuable experience (and accompanying references) needed to secure paid employment. We partner with the Royal United Hospital and the University of Bath to deliver this project.

The Job Coach role is central to the delivery of high-quality services and promoting Project SEARCH, the Royal United Hospital, the University of Bath's and The Partnership Trust's reputations. The job requires an individual with proactive drive, enthusiasm and commitment – someone with a 'Can Do' attitude who has the ability to look for creative solutions to meet people's support needs in a way that respects their individuality and strives for progression whilst accommodating the host employer's needs.

Overall Purpose of the Job:

The Project SEARCH Job Coach role is to support people with Learning Disabilities over a period of one academic year to gain employability skills in the host workplace, and to further support the same group to successfully secure long-term paid employment.

The post is term time only plus 3 weeks during the holidays. The Job Coach is expected to take holidays during the school's holiday periods. During the interns' summer holiday, the post-holder will undertake a range of activities to prepare for the following academic year.

Job description:

- To participate in the process of inducting young people as Project SEARCH Interns at the beginning of the year
- To link with host employers and network with departments to identify and secure appropriate work placement opportunities
- To carry out job-matching processes to link interns to ideal work placement roles
- Assisting interns to integrate into a job role by planning transition arrangements
- Teaching specific job tasks by direct job coaching and task modelling, creating supports such as tasks lists, and identifying reasonable adjustments
- Identifying and implementing strategies to complete job tasks in the longer term
- Listening to interns' work-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 personal care, hygiene, communication
- Run 1:1 employment support sessions with interns
- Visit interns regularly on placement, acting as a visual presence for them and their host departments and identifying areas for further development
- Collate work placement folders
- Complete Access to Work paperwork in an organised and timely manner

Direct Support to Interns

To assist interns to access long-term employment; within their intern role, elsewhere or on the open recruitment market by:

- Identifying their skills and employment support needs
- To identify work area and assess the skills required to maintain the job identified. This may mean personally undertaking a Job Analysis
- Formulating action plans
- Compiling written media, e.g: CVs
- Supporting with interns' job hunting using a variety of media including the internet, direct marketing and cold calling when required
- Prepare potential employees for interview and provide relevant information regarding the job and the employers expectations
- Contact with employers on the interns' behalf to discuss reasonable adjustments for interviews etc.
- To support interns to address employment related issues, such as accessing benefits advice, aids and adaptations.
- 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
- Supporting interns to use the VocFit tool

Other Project SEARCH Activity

- To attend and actively participate/ feedback events, half yearly orientation events and annual information, conferences, training events, operational meetings.

Partnership Working

- To work closely with interns and colleagues across Bath University and the RUH
- To work closely with the Project SEARCH Teacher and Manager, reviewing individual intern performance and devising joint strategies to support interns
- To perform specific job analysis, task analysis, and job matching activities by working closely with managers/supervisors at the host department.
- Maintain regular, positive, collaborative contact and working relationships with host departments/employers

Monitoring and Reporting

- To record and report project delivery information in line with the systems directed by the Project SEARCH Manager

- To maintain client files, ensuring that they are up to date and contain relevant signed documents taking account of data protection requirements.
- To contribute to external audits/reports and service evaluations.

General

- To promote and undertake all work activities in line with Finding Future's values
- To comply with Finding Futures policies and practices, following procedures as required
- To comply with the host employer policies and practices where relevant

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by any changes in the role other than those given in the job specification.

Line Management: The Project SEARCH Job Coaches are line managed by the Project SEARCH Manager

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • English and Maths at GCSE level 4 or equivalent. 	<ul style="list-style-type: none"> • Qualification in Supported Employment such as ‘training in systematic instruction’
Experience	<ul style="list-style-type: none"> • The ability to monitor and review using appropriate methods. • The ability to create interest and motivate others. • The ability to approach training tasks from a variety of ways – differentiated to suit both the person supported and to meet the conditions of the job specification laid down by the employer. • The ability to work competently in a variety of workplaces, being able to analyse the job and arrange it into systematic steps (job carve) appropriate to the applicant identified for the job. 	<ul style="list-style-type: none"> • Experience of working with young people with SEND • Experience of one-to-one training/coaching • Experience or understanding of industrial, commercial or other workplaces
Knowledge and understanding	<ul style="list-style-type: none"> • A good knowledge of learning disabilities. 	<ul style="list-style-type: none"> • To have contributed towards whole school development plans and policies • Knowledge of the modern benefits system
Skills	<ul style="list-style-type: none"> • Record keeping skills, to keep up to date records for assessment purposes. • Good communication skills, with the ability to liaise and collaborate at all levels. • The ability to travel to and from work placements. 	

	<ul style="list-style-type: none"> • Confidence to cope with difficult situations that may arise in the workplace and to work without supervision at different work locations. • The skills to integrate with co-workers in different workplaces, appearing part of the normal working environment. • The ability to advocate equal opportunities and to pursue this area for the person supported. • The ability to work within the aims, objectives, policies and practice of Finding Futures • Good administrative and computer skills. 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Proven ability to manage time and priorities effectively. • The ability to participate in ongoing self-assessment to evaluate training needs. • A flexible approach as this post may involve weekends, evenings and some short notice shifts. 	