

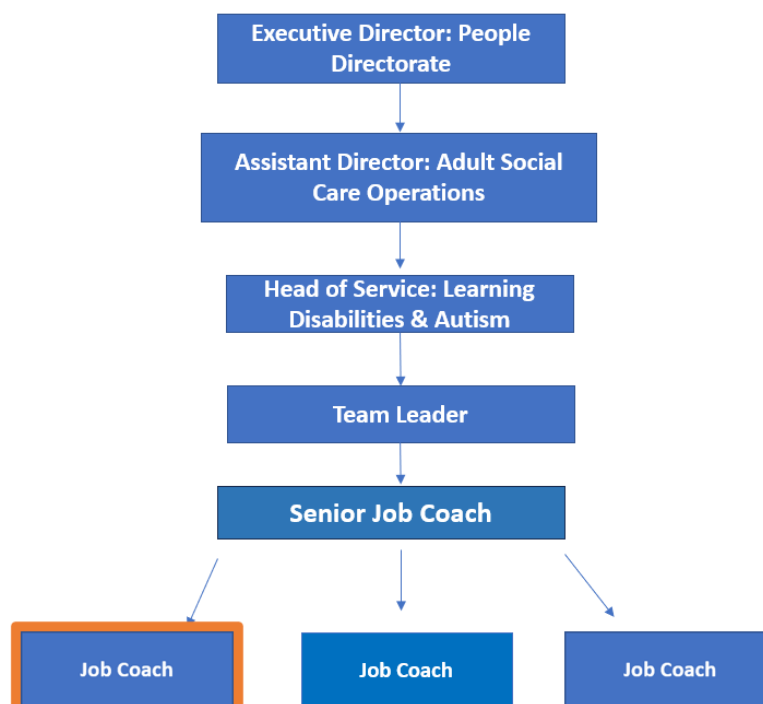
Job description

Job title:	Job Coach		
Directorate:	People	Salary:	£26,847 to £30,515 per year £753 London weighting & £963 Essential Car User Allowance
Section:	Adult Social Care	Grade:	BG-I SCP 6-14
Location:	Time Square, Market Street Bracknell	Work style:	Flexible

Key objectives of the role

- To develop and increase a range of employment opportunities for people with learning disabilities and autism, supporting them to fulfil their employment aspirations in line with local targets.
- To support individuals with job seeking and applications and provide support with interviews and travel training to help them access employment opportunities.
- To provide structured on-the-job support to help individuals learn tasks and develop skills, promoting appropriate independence and encouraging the development of natural support networks.

Designation of post and position within departmental structure



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Daily and monthly responsibilities

1. To provide appropriate support, guidance and encouragement to people with learning disabilities and/or autism to enable them to access and sustain a range of employment opportunities.
2. To understand each person's interests, preferences, skills, abilities and support needs to inform their individual employment goals.
3. To facilitate and coordinate person-centred employment planning to develop individually tailored pathways into employment.
4. To create, implement and review individual support plans and action plans that empower individuals, promote personal development and support progress towards employment goals.
5. To work in partnership with other professionals, employment providers and employers to support individuals to access and sustain employment opportunities.
6. To ensure communication and collaboration with colleagues and multi-disciplinary teams across the council is effective, coordinated and safe.
7. To implement and work in accordance with departmental and service policies and procedures, including risk management, record keeping, strengths-based practice and person-centred approaches.
8. To participate fully and constructively in team meetings, contributing to service development and ensuring that services meet the needs of people in Bracknell Forest.
9. To represent the employment service at council-led events and promote the service to relevant stakeholders and partners.

Scope of role

There are no budgetary responsibilities.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	Good standard of literacy numeracy and literacy.	English and Maths GCSE (or equivalent) C grade or above.
Competence summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. Good verbal and written communication skills. Ability to produce accurate reports and maintain clear records. Ability to develop, implement and review action plans using SMART targets. Ability to work with a range of individuals using a person-centred approach. Ability to plan and provide appropriate support to individuals within a working environment. Ability to manage own time and workload effectively and meet targets and deadlines. Commitment to the principles of respect, independence, choice and inclusion, with an understanding of how these are applied in practice. Willingness and ability to undertake work-related training and apply new skills and knowledge to improve support. IT literacy and the ability to use relevant IT systems and applications.	Previous experience working with people who have a learning disability and/or Autism. Previous experience of helping to get people into work. Knowledge of supported employment. Experience of proactively developing partnerships with employers and being committed to exploring a range of employment opportunities for individuals. Knowledge of employment laws and benefits. IAG qualification. Teaching/coaching/mentoring qualification.
Work-related Personal Requirements	The post holder must hold a full UK driving licence (or valid equivalent) and use of own car. Non-UK licences must be converted to UK licences in the first six months of employment.	

	Ability to relate to and empathise with people. Ability to liaise professionally with families, other agencies and employers. Motivated and able to use initiative.
Other work requirements	A satisfactory enhanced Disclosure and Barring Service check. The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time. This post is exempt from the Rehabilitation of Offenders Act 1974 Occasional weekend and evening work for annual events.
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.