

## Job Coach – Grade 8

### Job purpose

In Kirklees we want to be innovative and creative in the way we work to deliver our services with communities. Investing in relationships with those communities is at the core of what we do. We want to meet changing and challenging times with better and smarter ways to work.

You will be working in Project SEARCH. This is an international project that works within business settings supporting individuals with Learning Disabilities in internships.

The Job Coach's focus will be to support the interns into employment opportunities, tailoring a bespoke learning journey and multiple workplace experiences, which fit the intern's skills, aspirations, and choices. The role will require an understanding of the assessment processes, pathways, and support services and working collaboratively with education providers and businesses.

As part of the REAL Employment Team, you will contribute to the shared outcomes, developed alongside our partners and businesses, advocating the needs and voice of interns, where appropriate.

This role is based within [Adults and Health](#). Find out more about [working for Kirklees](#).

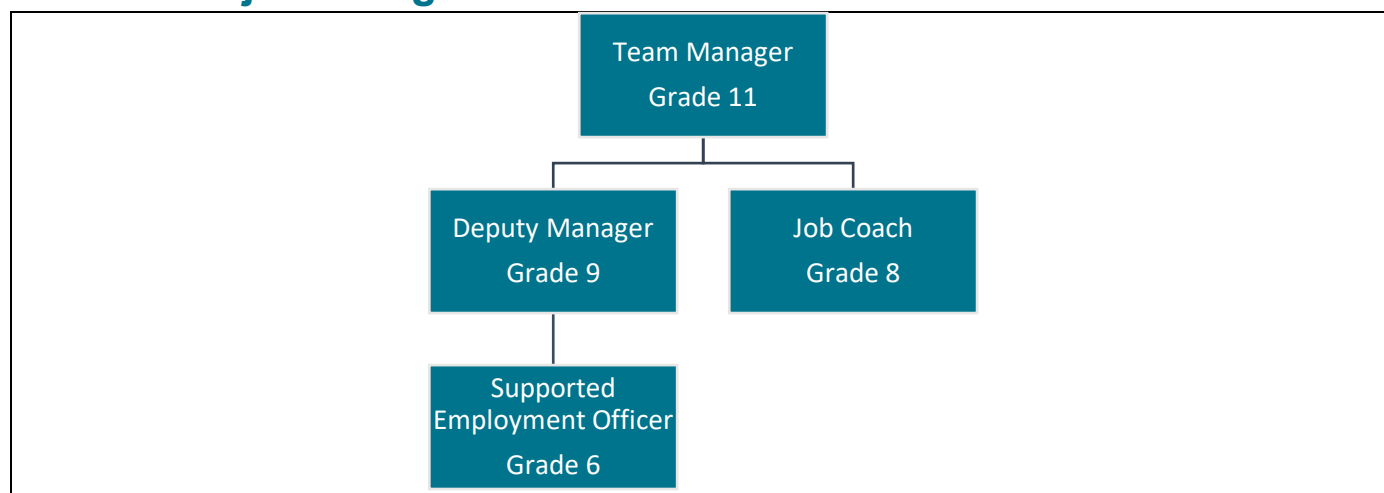
### Key areas of responsibility

Successful Management of a number of cases (at any one time) which include:

- Vocational Assessment – establish and make appropriate decision on appropriate level intensive support to interns. Develop an employment plan that identifies interns' strengths, interests, challenges, and training needs using sound judgement and problem-solving skills.
- Coaching and building resilience and independence in participants including managing expectations of interns and family members
- Employer Engagement – encouraging and promoting partnership working to improve interns access to services and to maximise individual choices to employment opportunities. Identifying reasonable adjustments and or assistive technology.
- Ensuring the safety of interns and understanding of the risk around safeguarding and Health & Safety at Work legislation.
- Monitoring and ensuring outcomes are delivered – interns' performance & progress, identifying areas for improvement
- Signposting and referrals – awareness of a range of agencies and signposting to appropriate support services.
- Training and workshops - plan and deliver presentations, training packages, coaching sessions, and events to raise the awareness of the services approach and the impact of holistic support on the outcomes for interns and their families.
- Management Reporting – provide written and statistical reports, recording and maintaining accurate caseload management and the effective use of recording systems
- Contribute to the delivery of projects within prescribed timescales.

- Promoting the service within the local community, events and organisations and sharing success stories.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Has a relevant qualification, degree, vocational qualification, or equivalent experience in Supported Employment	Essential
Knowledge of REAL employment and how it functions and the routes into, and the opportunities available to vulnerable adults	Essential
Experience of working in a role that promotes employment and being solution focused.	Essential
Understanding of the social, cultural and equality issues and challenges facing adults with learning difficulties	Essential
A knowledge of the different support services available	Essential
Proven experience of supporting or advocating for adults with learning disabilities or vulnerable groups.	Essential
Ability to communicate effectively both written, presentations and verbally, including influencing and negotiation skills to build effective relationships with agencies and employers	Essential
Experience in the development and use of audit tools to collate, track and monitor performance and progress of cases	Essential
Possess excellent organisational and IT skills with good use of systems and databases, with the ability to produce clear, concise reports and present information	Essential
Have the ability to work effectively on own initiative, with minimal supervision.	Essential
Understanding the importance of Data Protection & Confidentiality	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Willingness to work flexible hours, including evenings and weekends on occasion	Essential
Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions can be made for disabled applicants).	Desirable

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Social Care - Adults	Grading ID	67000
Job ID	80103138	Last Updated	August 2022
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Adults	DBS Type	Enhanced + Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No