

Job Description

Section/Service: Working Age Adults	Department: Supported Employment Service (RBWM)
Job Title: Employment Coach	

The Supported Employment Service

Description of service.

Supported Employment Service offers ongoing support to maintain, obtain employment, training, work experience and volunteering opportunities for people with Learning disabilities and Autism.

To promote and facilitate paid work, work experience, apprenticeships, training and education opportunities for vulnerable adults and transition age who find it difficult to secure these without support; including providing practical support to find and maintain employment. To support vulnerable people who are already in employment if there is a risk that they may lose their employment due to a disability.

The service also offers support to employers, assisting them to meet the disability provision of the Equalities Act 2010. Provide guidance on making reasonable adjustments and works to create job opportunities and raise awareness of disability issues through training

Primary Purpose of Role

To provide individual tailored support to people with learning disabilities and Autism who are looking to return or enter employment, voluntary, work experience or education opportunities.

Provide services that aim to increase an individual's quality of life, independence, and inclusion. Uphold safeguarding and promote the organisations values and philosophy relating particularly to ethics, integrity, corporate, social responsibility, equal opportunities, and diversity in line with company policy and core values.

To address stigma around the above issues.

To facilitate group sessions and provide outreach services when appropriate.

Main Duties and Responsibilities

- ❖ Update service monitoring systems, record progress of individuals, to ensure accurate records are available to the Team Lead.
- ❖ Enable clients to find and sustain suitable employment, work experience education or training.
- ❖ Provide individual job coaching within the workplace, meeting regularly with Employers, adapt work procedures (if appropriate), advocating for individuals ensuring equality within the workplace. Monitor and review progress.

- ❖ Set up work experience placements with a clear action plan to progress into paid employment.
- ❖ Support individuals to access paid employment opportunities ensuring all Health and Safety Regulations are adhered to. Complete and update risk assessments/work-based assessments.
- ❖ Facilitate/co-facilitate group session, prepare and develop session plans.

Person Specification

D – Desirable, E- Essential

Qualifications/Education/Training:	D/E
❖ Good general education to GCSE Grade C or above / NVQ Level 2 or equivalent	E
❖ A level three qualification in English or equivalent	D
❖ Knowledge of The Equality Act 2010 and employment related Benefits systems (or willingness to acquire this knowledge)	D
❖ Computer literate and ability to use MS Office Suite (Word/Excel)	E
❖ Experience	
❖ Experience of working with people with disabilities or disadvantage	E
❖ Experience in sales, recruitment, marketing, promotional or negotiating Skills experience an advantage	D
❖ Advocate for people who have been marginalised	D
❖ Experience in planning schedules and monitor activities.	E
❖ Experience of working in a Supported Employment environment or supporting/coaching others in the workplace	D
❖ Skills and Abilities	
❖ Excellent communication and interpersonal skills	E
❖ Ability to empathise with clients	E
❖ Ability to work on own initiative	E
❖ A positive nature and be a self-starter	D
❖ Effective oral and written communication skills	E
❖ Problem solving skills	E
❖ Personal Qualities	

❖ Team Player	E
❖ Resourceful	E
❖ Good listener	E
❖ Confidence	E
❖ Other	
<p>The post holder must hold a current driving license and have the daily use of a car.</p> <p>The post holder will be required to travel and transport clients and/or colleagues to support sessions/meetings etc.,</p> <p>To work flexible hours to support the needs of the service, some evening or weekend work might be required.</p>	E

SES Structure



Optalis Company Core Values;

Customer Service

We listen to our customers and offer genuine choice tailored to their individual needs.

Our customers are at the heart of everything we do.

Respect

We respect equality, diversity, and the beliefs and dignity of all our customers and staff.

Transparency and Integrity

We will inspire confidence and trust by operating an open, accountable and transparent culture across all levels of the company.

Communication

We ensure two-way communication with our customers and staff, providing clear, accurate information.

Continuous Development

We embrace and drive forward positive.

Enjoyable and Rewarding

We place emphasis on staff satisfaction and will create an environment which offers opportunity for personal and professional growth.