

Employability Coach - Project SEARCH Job Description

Service: Project SEARCH

Responsibility to: Work Options Manager

Holidays: 20 days increasing to 25 days after one year service plus public holidays. Holidays must be taken in line with intern or academic year breaks.

Overall Purpose of the Job

Project SEARCH is an initiative aimed at young people with learning disabilities to develop skills for the work place and be supported in their search for employment. The goal is to provide three on-site work placements for young people with learning disabilities, leading to gaining the skills necessary for employment. Project SEARCH is a partnership between an education provider, a host employer, Hft (the charity which delivers adult disability services and employability coach), a local authority and DWP.

The ultimate purpose of the Employability Coach role and project is to enable young people with a learning disability to secure a real job either with the host employer or outside. The post holder's performance in the role is assessed using this purpose.

The Project SEARCH Employability Coach role supports the Project SEARCH intern over a period of one academic year by providing specific job skills as they gain employability skills in the host workplace. The coach provides further follow on support to the same group of interns to access long term employment either with the host employer or elsewhere as a key outcome of the role.

The coach also provides support to the intern's business colleagues, families, so as to ensure successful skill learning and assimilation into the work environment.

Main duties and responsibilities:

1. Provide individualised support to the interns at the host business worksite or at follow on job site which includes job coaching, building natural supports, identifying job accommodations, assistive technology, supporting employment search and selection processes etc
2. Directly coach interns as part of the job coaching plan, using Training Through Systematic Instruction (TSI) methodology, to significantly increase job success capability so as to meet or exceed job expectations
3. Carry out steps of the job coaching plan with the intern and other parties as appropriate
4. Support interns to integrate into a job role by training them in all areas that support employability such as travel training to the job site, communication

with co-workers and managers, interview training, standards of hygiene and grooming, successful workplace behaviours, and managing planned absence requests

5. Identify and implement strategies to support the intern to complete employability tasks in the longer term not just in the host site but in any follow on employment and also support the intern to obtain the resources necessary to succeed in employment
6. Build and establish a working relationship with the employer and support interns to do the same
7. Practice positive reinforcement techniques with the intern, co-workers and other colleagues and help facilitate disability equality training
8. Learn the business' culture and supports the interns to integrate into that culture effectively
9. Work with families/carers, job placement specialists, agency personnel, and other appropriate parties to problem solve issues relating to employability where necessary and support all parties to implement an effective solution
10. Communicate with the Work Options Manager and host employer to make final decisions regarding any issues that may affect the interns success at a worksite or competitive job site.
11. Attend training at the host site as appropriate as well as at that provided by Hft
12. Participate in decision making processes to identify and implement employability strategies with the host business staff.
13. Work with the tutor and educational partner to review intern performance and carry out monitoring and auditing as required or requested by an external party such as Project SEARCH
14. Attend and actively participate/present at regular monthly Employability development meetings, information/feedback events, half yearly orientation events and annual information, conferences, training events, operational meetings
15. Record and report project delivery information in line with the systems directed by the Project SEARCH licence holder
16. Ensure that all information is available to support applications for external funding to support the interns progress to employment
17. Ensure risk assessments and emergency plans are in place and reviewed with the host employer as appropriate

18. Provide follow on employability support in the coach role after the Project SEARCH internship has ended as and when required.
19. Ensure that any appropriate external support is accessed by the interns such as Access to Work funding as part of the follow on Employability Coach role
20. Comply with Hft, Project SEARCH and 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.