

Employability Coach Person Specification

All criteria are essential unless shown as desirable

Our ideal candidate would have experience of supporting disabled adults in to employment and a strong commitment to the inclusion of disabled people in all aspects of life. You'll need to be an energetic people person, with good awareness of the kinds of support disabled people may need, and how to meet identified needs. You'll have excellent communication skills and the ability to build and sustain rapport with a wide range of people, including parents and employers. You'll take a person centred approach to your work, and take pride in helping people to develop their confidence and self-esteem.

Qualification/Experience

- English and Maths at GCSE level 5 or equivalent.
- Proven track record of working with young adults with a learning disability
- Training in systematic instruction (desirable)
- Level 3 Qualification in Supported Employment, this must achieved within 18 months of joining

Knowledge and Skills

- Experience in breaking down tasks, job coaching and/or supporting adults with learning disabilities into employment
- Able to adhere to and promote standards of the host business and/or competitive work site in order to promote job productivity and efficiency
- The ability to and experience of approaching training tasks from a variety of ways - to suit both the person supported and to meet the conditions of the job specification laid down by the employer.
- The ability to and experience of working 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
- Submits and completes appropriate job coaching paperwork using IT systems
- Work as a productive team member with families, affiliate college, host employer, prospective employers and other agencies
- Effective communication skills with the ability to liaise at all levels and with a range of partners
- Demonstrates daily work assignment responsibilities: is accountable for all hours assigned, is punctual and regular in attendance, and attends appropriate training activities
- Verbal and written communications are professional, proactive, timely and respectful to all persons served

This Person Specification will be reviewed annually.

- Adheres to and promotes standards of the host business and/or competitive work site in order to promote job productivity and efficiency
- The ability to drive and travel to and from work placements
- Confidence to cope with and experience of 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 order to appear that you are part of the normal working environment
- Have experience of managing time for an efficient delivery of the job coaching service
- The ability to participate in ongoing self-assessment to evaluate training needs
- The ability to and experience of advocating equal opportunities and to pursue this area for the person supported
- The ability to work within the aims, objectives, policies and practice of Hft
- A flexible approach as this post involves weekends, evenings and some short notice shifts
- Participates in professional growth activities such as workshops, conferences, in-services, etc. and uses information gained to improve performance
- Is an effective role model
- Shows enthusiasm and a sense of humour
- Exhibits an overall positive attitude
- Uses sound judgment and decision-making skills
- Protects the privacy of individuals and the confidentiality of information unless disclosure serves a professional purpose or is required by law