

Job Title	Job Coach
Grade	8
Reports to	Service Manager
Works with	Supported Employment Teams, Service Manager, other United Response services
Area	Bradford
Purpose of Role	The role of the Job Coach is to support disabled people and employers to facilitate individuals' progression into paid work- and work-related activities.
Job Description	<p>To work as part of a team to deliver our Supported Employment model of support to a caseload of clients.</p> <p>Proactively seek out opportunities to liaise with external employers, organisations and professionals for the provision of training, support and employment.</p> <p>To act as the external face of United Response and facilitate marketing and promotion of the service.</p> <p>Assess the needs of people we support who have been referred to the service and deliver a comprehensive, person centred model of support to overcome barriers to employment.</p> <p>Development of appropriate training/skills and Reasonable Adjustments to enable people we support to secure and maintain employment.</p> <p>Provide in-work support for people we support in a variety of different settings, sometimes outside of normal working hours. This includes coordinating regular reviews for the benefit of employers as well as people we support.</p> <p>Liaise with the care management teams /social workers and families to ensure the delivery of an effective person-centred service.</p> <p>To provide high quality provision and ensure continuous improvement evaluating delivery of the service.</p> <p>Maintain records, databases and reports on individual progress or service/project delivery as and comply with GDPR guidelines.</p> <p>To support the team in achieving key performance indicators and targets for the service, project or programme.</p>

	To undertake any other duties commensurate with the level of responsibility of the post.
Person Specification	<p>Essential criteria</p> <p>The ability to form excellent working relationships with people we support, internal and external contacts.</p> <p>The ability to communicate confidently, effectively and persuasively, both orally and in writing.</p> <p>Practical, pragmatic and a strong 'completer finisher'.</p> <p>Self-management, self- motivational and organisational skills; being able to prioritise the different needs of the people we support.</p> <p>Understanding of safeguarding, and the importance of Health & Safety in the workplace.</p> <p>Experience of maintaining accurate and timely records of a caseload.</p> <p>Ability to use IT including Microsoft suite and case record management systems.</p> <p>Desirable criteria</p> <p>Understanding of the Supported Employment model and values.</p> <p>Understand the rights and support needs of disabled people.</p> <p>Understanding of the benefits to employers of hiring a diverse workforce, including neurodiversity.</p> <p>Diverse work experience, able to draw on understanding of a variety of work settings and sectors.</p> <p>Understanding of welfare benefits and grants, including Access To Work.</p> <p>To have training/qualifications in the following; Information, Advice and Guidance, Training in Systematic Instruction, British Association of Supported Employment, Positive Behaviour Support or any other relevant qualifications</p>