

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Wellbeing

Job Ref Number: 03447

Service Area: Adult Social Care Learning Disabilities

Grade: G5

Job Title: Connect to work -Job Coach

PURPOSE OF JOB:

To enable individuals to reach their full potential by maximising independence and the quality of life for vulnerable adults, adults with learning disabilities and Autistic adults at home, work and in the community.

To support the connect to work program by assisting people with Learning Disabilities/ care leavers into employment.

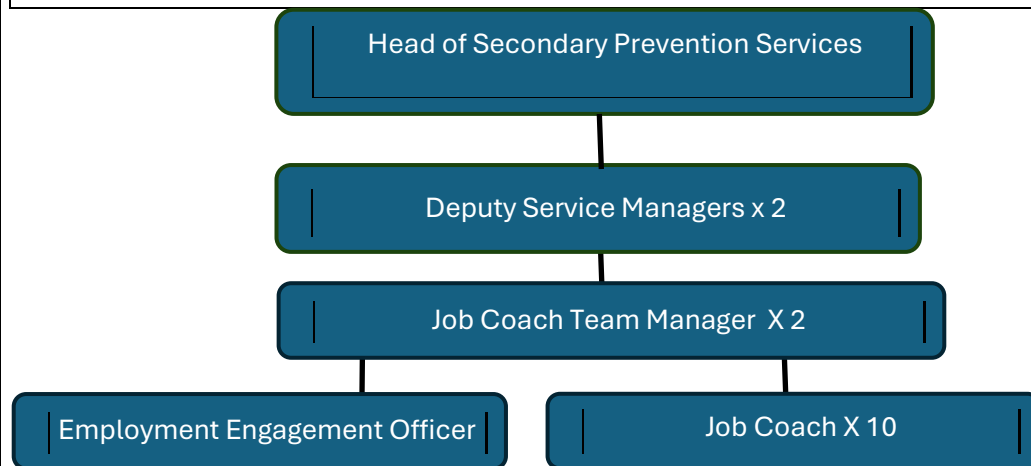
To ensure improved employment outcomes for people that are measurable and demonstrate impact, enabling people to achieve and reach their aspirations.

To work with education setting in supporting the introduction and development of Local Supported Employment and the growth of routes to employability for people with special educational needs and disabilities.

To work closely with parents, carers and other professionals from a range of support agencies to engage disabled people into training and employment.

Establish and lead robust agency networks and develop a key employment role in the community.

To work in accordance with policies, procedures and guidelines of Lincolnshire County Council, British Association for Supported Employment (BASE), Ofsted, SEND legislation and considering local and national policy and initiatives.

STRUCTURE CHART:**MAIN DUTIES:**

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| 1. | To work closely with schools, colleges and employers to fulfil the connect to work programme, working to tight deadlines to ensure young people have access to employment opportunities, support young people with these opportunities and liaise closely with the schools, colleges and employers to ensure the needs of the individual, college and employer are met. |
| 2. | To work in partnership with schools, colleges and employers completing work preparation training to support the introduction and growth of Local Connect to work routes to employability. |
| 3. | To work in partnership with other agencies to provide suitable employment assistance and support people with work preparation to enable a smooth and supported transition to work or to more appropriate services where employment is not a realistic option. |
| 4. | Organise, attend and chair multi-disciplinary meetings to ensure individuals gain access to specialist assistance as required and to ensure a co-ordinated approach; attend participant reviews as appropriate and provide relevant employment advice |
| 5. | To identify and pursue appropriate and relevant job opportunities with and for individuals ensuring client participation and understanding. This includes marketing to employers, cold calling and offering Disability Awareness information to potential and current employers. |
| 6. | To develop a sound knowledge of in-work benefits, liaising with professionals such as local councils regarding housing benefit queries and all benefit departments of Job Centres. Provide suitable employment assistance and a knowledge-based resource for individuals, LCC staff and external partners through a sound knowledge of other employment incentives. Delivering appropriate advice to young people, parents/carers and other relevant parties |
| 7. | To support participants whilst they are in employment (where appropriate) this may include working unsociable hours, undertaking a variety of tasks and being creative in supporting the individual to overcome any issues whilst in the workplace. |
| 8. | To support the participants with any work preparation training. Including tailoring the training to the individual, to enable them a smooth transition to work. |

9.	To manage own time and deliver objectives and targets ensuring the development of professional practice and updating personal knowledge of local and national initiatives.
10.	To build and maintain trust with individuals to develop partnerships which include young people, their families, carers and relevant organisations to ensure a Person-Centred Planning approach is always used.
11.	Preparing reports and briefings to support the development of the connect to work programme and the achievement of its aims and objectives.
12.	Representing LCC and acting as an ambassador for increased employment opportunities and pathways for young people with Learning Disabilities at internal and external meetings, including conferences, parents' evenings, open days and workshops.
13.	Complete risk assessments for Independent Travel, work placements and other situations/ circumstances, as necessary.
14.	Signpost individuals to more appropriate services where employment is not realistic option.

PERSON SPECIFICATION

	Requirements	Where identified*	Essential	Desirable	
	NVQ level 3 Education/Health/Social Care/ Employment related/ Careers Advice and Guidance.	Application	x		
	British Association for Supported Employment (BASE) Training in Systematic Instruction (TSI)/BASE Supported Employment techniques training.	Application		x	
	Experience of working with families, children and young people with special educational needs and disabilities.	Application	x		
	Well-developed IT skills with the ability and knowledge to use Microsoft Office including spreadsheets effectively.	Application/Interview	x		
	A high level of organisational skills and the ability to prioritise demand.	Application/Interview	x		
	Ability to effectively chair and manage meetings.	Application/Interview	x		

Ability to communicate effectively by phone, email and in person with children/young people, parents/ carers and a wide range of colleagues from within and beyond Lincolnshire County Council.	Application/Interview	x	
Ability to establish and sustain working relationships with key staff in Children's services, schools/ colleges, training providers, employers and agencies.	Application/Interview	x	
Knowledge of LCC's policy, procedure and provisions.	Application		x
Clear understanding of Lincolnshire County Council safeguarding policies and procedures.	Application/Interview	x	
Knowledge of Disability Discrimination Act and of the barriers facing people from disadvantaged groups in the workplace.	Application/Interview	x	
*A = Application form T = Test/Assessment I = Interview P = Presentation			
GENERAL The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness. The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies. Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			