

## **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.

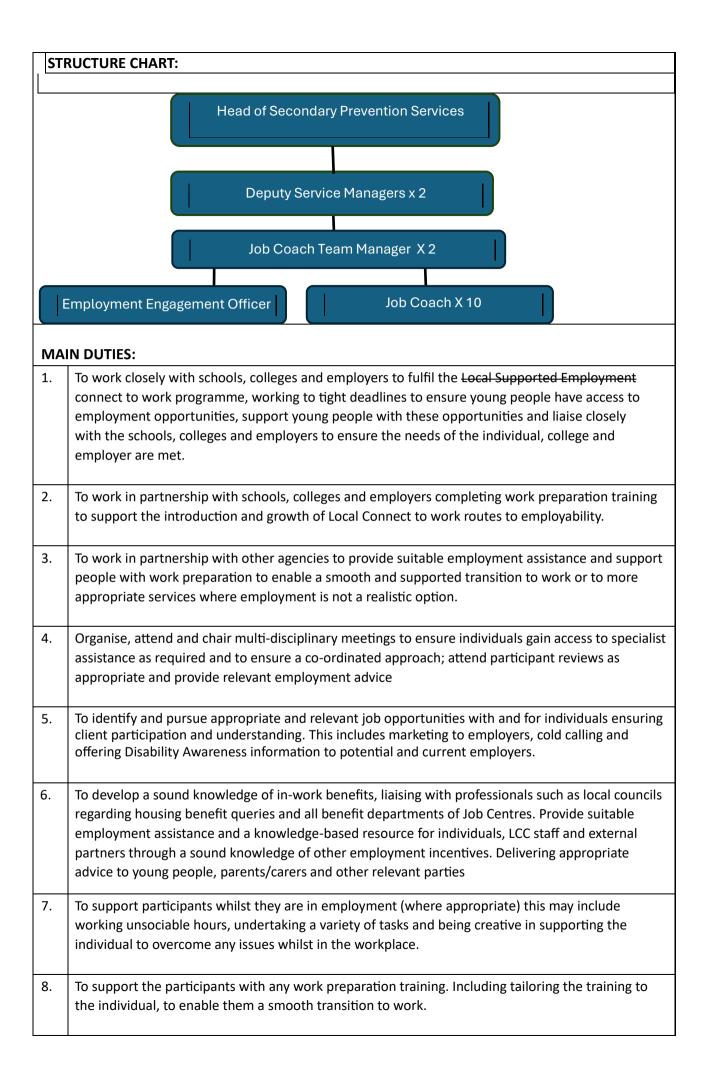
To ensure improved employment outcomes for people that are measurable and demonstrate impact, enabling people to achieve and reach their aspirations.

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.



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	e services where employment	is not realistic	option.		
PER	Requirements	Where identified*	Essential	Desirable		
	NVQ level 3 Education/Health/Social Care/ Employment related/ Careers Advice and Guidance.	Application	х			
	British Association for Supported Employment (BASE) Training in Systematic Instruction (TSI)/BASE Supported Employment techniques training.	Application		х		
	Experience of working with families, children and young people with special educational needs and disabilities.	Application	х			
	Well-developed IT skills with the ability and knowledge to use Microsoft Office including spreadsheets effectively.	Application/Interview	х			
	A high level of organisational skills and the ability to prioritise demand.	Application/Interview	х			
	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	х			
Ability to establish and sustain working relationships with key staff in Children's services, schools/ colleges, training providers, employers and agencies.	Application/Interview	х			
Knowledge of LCC's policy, procedure and provisions.	Application		х		
Clear understanding of Lincolnshire County Council safeguarding policies and procedures.	Application/Interview	х			
Knowledge of Disability Discrimination Act and of the barriers facing people from disadvantaged groups in the workplace.	Application/Interview	х			
*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.