

Job Description and Person Specification



Job Description

Job Title	Job Coach (Supported Internships)
Grade	4
Service	Employment and Skills
Reports to	Supported Internship Co-ordinator
Location	City wide
Job Evaluation Code	D2745D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

The Pathways to Employment team provides advice and support to young disabled people with an Education, Health and Care Plan (EHCP) to overcome barriers to work and progress into paid employment through our Pathways to Employment programmes.

- a) Support young disabled people to access other support where appropriate.
- b) Provide young disabled people with on-the-job training and support whilst on work placements or in paid employment.
- c) Assist the Employment Link Officer with pre job start activities for young disabled people, including recruitment days and employer contact.

Main Duties & Key Accountabilities

Core Knowledge

- Deliver a quality service to enable young people to develop and achieve on our Supported Internship programme.
- Provide young people with advice, guidance and support them in creating/updating CV's and with the completion of job application forms etc.
- Carry out job search activities with and on behalf of young people.
- Facilitate pre planned training sessions for young people.
- Work intensively with young people on a 1:1 basis without direct supervision, using a variety of techniques to teach the skills necessary to carry out a particular job or task, whilst ensuring approaches used by individual's maximise their independence and interact with available opportunities.
- Undertake contact visits whilst young people are on placement, referring any issues to a senior member of the team.
- Liaise with employers, parents/carers and other relevant people in a professional manner in order to develop effective working relationships and ensure the successful movement of young people into the workplace.
- Promote an understanding of equal opportunities, economic disadvantage and disability amongst employers and other employees to ensure the positive acceptance of young people into the workforce, challenging discrimination or prejudice where necessary.

- Ensure that young people's needs and any concerns regarding their health, safety and welfare are brought to the attention of a senior member of staff.
- Provide regular progress reports; contribute at review meetings and in the development of individual training plans and on-going evaluation of their effectiveness.
- Work on a one-to-one basis with young people in a variety of settings without direct supervision.
- Following reasonable notice, to be able to work outside usual office hours i.e. early mornings, late evenings, weekends and bank holidays, in order to provide young people with appropriate and consistent support.
- Assist young people in the development of independent travel and other work-related skills.
- Maintain accurate files and records in accordance with policies and procedures using both manual and computerised systems.
- Ensure that confidentiality of young people is maintained.
- Respect each young person by working in a manner, which promotes his/her individuality and ensures that the young person has adequate information about available choices.
- Actively support and encourage young people to use their advocacy and self-help skills at every opportunity, supporting the individual where necessary by developing their awareness of rights and responsibilities.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External <ul style="list-style-type: none">• Young disabled people• Parents and Carers• Employers• Jobcentre Plus• Access to Work• Training providers• Schools and Colleges• Careers Advice• Voluntary and Community Sector Organisations	Internal <ul style="list-style-type: none">• Job Shop• SEND Team• Adult Education Service• Other council teams/departments
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
<ul style="list-style-type: none"> • An understanding of the issues that unemployed and disadvantaged people face. 	
<ul style="list-style-type: none"> • Working knowledge of training and employment initiatives and support services currently available in Coventry. 	
<ul style="list-style-type: none"> • Understanding the ways in which training opportunities are provided and accessed by people. 	
<ul style="list-style-type: none"> • Understanding of the local labour market, linking Barrier Breaking services to employment opportunities. 	
Skills and Abilities	
<ul style="list-style-type: none"> • Ability to communicate with a range of people in an appropriate way. 	
<ul style="list-style-type: none"> • Able to communicate effectively with people at all levels, using various methods dependent on the audience, both verbally and in writing. 	
<ul style="list-style-type: none"> • Able to effectively negotiate opportunities and outcomes with a range of people. 	
<ul style="list-style-type: none"> • Able to identify gaps in services and organise activities to meet the needs of clients. 	
<ul style="list-style-type: none"> • Able to analyse information from a variety of sources and produce performance information. 	
<ul style="list-style-type: none"> • Able to work as part of a team and on own initiative, demonstrating flexibility and resourcefulness. 	
<ul style="list-style-type: none"> • Able to produce information from IT systems in a clear format. 	
<ul style="list-style-type: none"> • Good management of personal workload, including ability to resolve conflicting priorities and time management to meet deadlines. 	
<ul style="list-style-type: none"> • Able to follow financial procedures, in particular, the ordering and invoicing of goods and the reconciliation of petty cash. 	
<ul style="list-style-type: none"> • Ability to work flexibly in order to support the needs of clients and employers. 	
Experience	
<ul style="list-style-type: none"> • Experience of working with colleagues from other organisations towards a common goal. 	
<ul style="list-style-type: none"> • Working on own initiative, setting own priorities with minimum supervision. 	
Qualifications	
<ul style="list-style-type: none"> • RSA 2 in Information Technology or equivalent qualification 	

Special Requirements
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Date Created	01/12/22	Date Reviewed	01/12/22
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