




Job title	Employment Coach
Reports to	Senior Employment Coach
<p>Notes to this Job Description. This document is for guidance only. All employees are expected to be flexible in their undertaking additional or alternative tasks at the reasonable request of managers, and to use their initiative to ensure the team works together to the optimum.</p>	
Location/Travel	Travel will almost always be based within Ways into Work operational geography with maximum regular travel not normally exceeding 90 minutes each way; very occasional travel elsewhere within the UK including very occasional overnight stays. There is an expectation that the majority of this role is carried out in the community (for example at a client's place of work.) The colleague will be required to use their vehicle and occasionally transport clients and/or colleagues.
<p>Job purpose</p> <ul style="list-style-type: none"> • To be a collaborative member of the immediate team and wider organisation, at all times modelling the WiW values and operating in line with the WiW mission. • To provide job coaching, within a team supporting a caseload of clients who have disabilities or other barriers to gain and maintain employment. • To confidently use our IT systems, including client database and complete all relevant documentation, compliant with our policies. • 	
<p>Key Duties</p> <ul style="list-style-type: none"> • Drawing on the Supported Employment model the colleague will: <ul style="list-style-type: none"> ○ Engage with clients and their circle of support ○ Complete vocational profiles ○ Provide in work support ○ Liaise with employers ○ Provide travel training • Collaborating with their Specialist Employment Coach as required in the provision of <ul style="list-style-type: none"> ○ Creating or working to client development plans ○ Risk assessments <ul style="list-style-type: none"> ▪ For providing supported employment services to clients ▪ For clients in relation to workplaces ○ Employer engagement, particularly at the local level • To do this in line with Ways into Work defined Supported Employment processes which will have a high level of BASE model fidelity • To work with individuals on a one-to-one basis in the community, some who display behaviours which can challenge and to work with those with multiple support needs. • To support individuals undertaking physically demanding jobs and providing a hands-on approach. • To support individuals to access paid employment opportunities ensuring all Health and Safety Regulations are adhered to. • To complete Access to Work applications. • To regularly monitor and record the progress of individuals, so that up-to-date and accurate records are available. 	

- To check an individual's eligibility and take responsibility for gathering evidence in line with project/funding reporting requirements.
- To support individuals, you work with to travel, either by occasional use of your own vehicle or provision of travel training.
- To work flexible hours to support the needs of the service.

Person Specification	
Embody the WiW values	
Use and adapt Interpersonal Communication skills to build relationships mainly with:	<ul style="list-style-type: none"> – clients with a disability/ barrier to work, their families and those that support them. – colleagues within WiW and partner organisations. – people at operational levels from employers. – in all relationships demonstrate empathy, adaptability, enthusiasm.
Use written communication accurately, concisely, and confidentially mainly to:	<ul style="list-style-type: none"> – record and communicate client/employer interactions.
Be organised. Work flexibly and autonomously. Effectively prioritise use of time and resources.	
Problem solve and manage risks positively, proactively, and creatively.	
Demonstrate resilience. Mainly in:	<ul style="list-style-type: none"> – regularly supporting or working with individuals who may be angry, upset and/or present with behaviours which may challenge.
Use IT systems independently and efficiently. Mainly:	<ul style="list-style-type: none"> – CRM's, internet, Microsoft Word, email, and calendar.
Have understanding in these areas:	<ul style="list-style-type: none"> – Disability and other barriers to employment. – Basic HR procedures. – SE principles/processes.
Take on Management & Leadership in these areas:	N/A
Equal Opportunities	
<p>Ways into Work is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, religion or belief or marital status. Basically, we respect one another whatever our background, whatever we look like whatever we believe, and if you are going to work with us, you'll need to do the same. If you're selected for an interview and have special requirements due to a disability, please let us know so that we can make any necessary adjustments.</p>	