

Job Description

Position Description	
Title:	Senior Job Coach
Division:	LSF
Responsible to:	JC Team Leader, CRM, COO
Grade:	Executive

Duties and Responsibilities

The role of the Senior Job Coach is to support, coach and mentor the Job Coaches providing services to individuals with disabilities / mental health conditions already in employment or preparing for employment. The Senior Job Coach will be required to carry out on-site monitoring visits in order to support and evaluate service provision as well as guiding the job coaches with with the role. As a senior this individual acts as a mentor and point of reference to all Job Coaches as well as actively maintain regular liaison with the Team Leader providing up to date information regarding staff and individual issues / concerns.

Duties:

The Senior Job Coach is responsible for:

1. Ensuring the allocation of job coaches according to the need of the individual(s), vis a vis company and role in employment.
2. Taking an active part, together with the Team Leader in the planning, implementation and evaluation of the service provision.
3. Systematically analysing work routines and environments so as to plan and provide appropriate and effective mentoring, supervision and support.
4. Observing and assessing Job Coaches' performance.
5. Being in touch with employers / supervisors at the work place to gain further insight on their expectations and the individual's performance.
6. Ensuring that job coaches are fulfilling the goals and objectives as set out by the employer and company or supporting to achieve reasonable accommodation, as necessary.
7. Supporting Job Coaches to evaluate and support individual trainee's skills, potential, endurance, and ability to work in a team.

Knowledge, Skills, and Abilities Requirements:

1. Effective communication skills both verbal & non verbal
2. Ability to work autonomously, set own priorities and take initiative - in line with the LSF's objectives.
3. Understand team dynamics and has the ability to work as part of a team
4. Ability to manage own workload & that of other staff as well as establish and work within priorities
5. 'Can do' and proactive attitude
6. Leadership skills
7. Clean driving license and own personal car considered an asset

Communication:

1. To establish robust communication networks with clients, other professionals and all stakeholders
2. To demonstrate skills in communicating complex sensitive & contentious information to clients and carers as appropriate
3. To maintain professional & adequate reporting systems in both verbal & written documentation form

Documentation:

1. To ensure that up to date written & electronic records, as well as activity data are maintained in accordance with standards.
2. To provide specialist reports relevant to the practice setting.
3. To be responsible for the compilation of Key Performance Indicators to be submitted monthly.

Professional Ethics:

1. To respect the individuality, values, cultural & religious diversity of clients & contribute to the provision of a service sensitive to these needs
2. To demonstrate the ability to reflect on ethical issues & to provide guidance to junior staff as necessary.
3. To provide the most efficient, reliable and timely service.
4. To not divulge or pass any confidential information to third parties.

Management:

1. To exercise good personal time management, punctuality & consistent reliable attendance
2. To take responsibility for personal adherence to Health & Safety guidelines & maintain safe working environments & working practices
3. Responsible for tackling day to day issues that may arise, whilst also reporting any out of the ordinary incident to the designated Manager.

The post holder will be required:

1. To undertake any other duties which may be allocated by their line manager within the general scope of the post & appropriate to the grade
2. Ensure that all duties are carried out in accordance with 'best practice' risk management
3. To inform their line manager of any safety issues that could affect them or others in the work place & to co-operate with management at all times in achieving safer work processes & work places, particularly where it impacts on others