

Job Description and Person Specification

Supported Employment Coordinator

Reports to: Supported Employment Manager

Responsible for: N/A

JOB DESCRIPTION

Job overview

The post holder will under the direction of the Supported Employment Manager work with people who have a learning disability and or autism to find and sustain paid employment.

The post holder will manage a case load determined by the Supported Employment Manager, this may be a mix of different contracts and funding streams.

The post holder will need to work confidently alone and in a variety of settings with people who have a learning disability and or autism, their circle of support, and potential and existing employers. Being able to problem solve and communicate effectively are therefore vital.

The post holder will need to be I.T proficient as all records are managed electronically, be able to travel and work flexibly to meet customer's needs, and work remotely. You will be part of a team that meets regularly and time for support from colleagues and the manager.

Key tasks, responsibilities and outcomes

- To hold and manage a caseload, that will be allocated by the Supported Employment Manager
- To work with people who have a learning disability and or autism, their families and circle of support to identify their employment and career options.
- To understand each person's interests, preferences, abilities and support needs and to facilitate and co-ordinate the person-centred employment planning process.
- Develop individually tailored pathways into employment.
- To be the key point of contact over the telephone, through email and in writing for the customer and their circle of support.

- Develop and maintain good relationships with employers, promoting the benefits of employing customers we are working with by demonstrating the values of discovery and supported employment.
- Work with employers and customer using job coaching and identifying longer term strategies to ensure sustained employment.
- Complete timely reviews and respond quickly to requests of support from the Customer, employer or family / circle of support to ensure that the pathway to employment is successful.
- To work on specific projects that may involve working in partnership with others, as directed by the Supported Employment Manager.
- To work collaboratively with partner organisations, schools, colleges and employers promoting Discovery's values and objectives
- To have an awareness of the key performance indicators and service targets that the team are working towards.
- To ensure data is captured and recorded in the most effective way and in line with processes and legislation.
- To work within the policies and procedures of Discovery including Health and Safety, Lone Working, Data Protection and Confidentiality.
- To follow the core values of Supported Employment

In addition to the above, the Supported Employment Coordinator is expected to:

- Maintain personal awareness and undertake training as necessary in connection with their role.
- Declare any circumstances which might constitute a possible conflict of interest, where appropriate.
- Undertake other duties as may from time to time legitimately be required by the Supported Employment Manager.

This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with a Supported Employment Coordinator role.

PERSON SPECIFICATION

Qualifications		
G.C.S.E English or equivalent	Essential	Shortlisting Interview
Teaching and/or coaching qualification	Desirable	Shortlisting
Systematic Instruction Training	Desirable	Shortlisting Interview
Access to private transport	Essential	Interview

Experience		
Experience in the supported employment sector	Desirable	Interview
Experience of managing own time and workload	Desirable	Interview
Experience of meeting targets and deadlines	Essential	Interview
Experience of working with individuals with learning disabilities and autism	Essential	Interview
Experience of proactively developing partnerships with employers and developing positive relationships	Desirable	Interview
Experience of using own initiative and problem solving	Essential	Interview

Skills		
Able to communicate effectively at all levels (both orally and in writing) and to build effective working relationships internally and externally.	Essential	Interview
Able to listen to people and demonstrate an understanding of their career aspirations	Essential	Interview
Demonstrate an understanding of Discovery core values	Essential	Interview
Confident in using IT	Essential	Interview Assessment
Ability to turn employer need into a jobseeker opportunity	Essential	Interview Assessment
Ability to engage with families and develop confidence and trust with people and their families	Essential	Interview
The ability to work proactively with individuals, families and employers. Responding to potentially difficult situations.	Essential	Interview
Be able to manage a diverse case load.	Essential	Interview

Knowledge and understanding		
Working knowledge of supported employment and current thinking in this field	Desirable	Interview

Knowledge of learning disabilities and autism and techniques that support people best into jobs	Desirable	Interview Assessment
Knowledge of how to respond to a variety of situations and problem solve using own initiative.	Essential	Interview
Knowledge of confidentiality and data protection in Discovery through policies procedures and legislation.	Essential	Interview

Personal attributes		
To work in a way that recognises that people are at the centre of everything we do	Essential	Interview
To demonstrate commitment to equality, diversity, inclusion and the values of Discovery.	Essential	Interview
Ability to problem solve and work positively	Essential	Interview
Outgoing, energetic and resourceful	Essential	Interview
To be a reliable, supportive and professional role model for Discovery	Essential	Interview
To work flexibly according to the business requirements	Essential	Interview
To demonstrate commitment to own personal development	Essential	Interview
Can-do attitude and proven ability to motivate others	Essential	Interview
To be conscientious and to understand the importance of good timekeeping and time management.	Essential	Interview
To be able to travel extensively throughout Somerset	Essential	Interview