



**JOB TITLE: Job Coach**

## **JOB DESCRIPTION**

Team Domenica removes barriers to work for people with learning disabilities. In doing so, we help young people to discover their full potential, to live happy fulfilled lives, and to feel included within the local community.

We are registered charity, looking for competent Job Coaches to help our candidates enhance their strengths and improve their job skills in the workplace. You will be working one-to-one with young adults (19-24) with learning disabilities who need support in their Supported Internship Placement in the workplace.

A job coach needs to be patient, calm and committed to empowering and supporting our young adults. You must be able to encourage their strengths and work with the candidate and employer to accommodate difficulties specific to their needs. Excellent communication skills, critical thinking, and a commitment to building positive relationships are pre-requisites for this role.

## **CONTRACT DETAILS**

**CONTRACT:** Zero-hour contract. this post is part-time, mainly during term-time, a minimum of 12 hours per week.

**LOCATION:** Placements will be in Brighton or the surrounding areas so travelling to various locations will be essential.

**SALARY:** £14 p/h.

**LINE MANAGER:** Head of Supported Employment.

## **RESPONSIBILITIES AND DUTIES**

- To use a range of coaching strategies to support candidates with a learning disability in the workplace, including the use of Systematic Training techniques.
- Support employers on how best to facilitate a successful placement.
- To use knowledge of a candidate's skills and employers' needs to carve out jobs that will lead to regular, paid work.
- To support and promote the independence of candidates in a working environment including choice making and independent travel wherever possible.
- Report any Safeguarding concerns in a timely manner.
- Liaise closely with teaching staff to provide a link between classroom and workplace learning.
- Maintain regular and good communication with the employment team and the candidates support network.
- Where possible locate a work buddy in the workplace who can build a positive professional, yet supportive relationship with the candidate.
- Monitor and evaluate progress of candidate - co-produce weekly targets and collate relevant evidence to support them.
- Prepare for and attend regular progress reviews between employer, candidate and Team Domenica.
- Keep weekly records and documentation and prepare comprehensive reports - some

- working from home required where necessary.
- Ensure the candidate keeps their workplace folder completed weekly to support progress.
- Attend termly Job Coach meetings and periodic training sessions.

All staff have the duty to:

- Maintain the health and safety of themselves, colleagues and candidates as well as the public and visitors to Team Domenica.
- Prioritise the safeguarding of candidates by following the procedures and principles laid out in our policies and associated legislations.
- Promote equality of opportunity and respect difference and diversity within Team Domenica and the wider community.
- Maintain a professional stance while at work, including being a positive advocate of the work of Team Domenica.
- This list of duties should not be regarded as exclusive or exhaustive as you may be required to undertake other reasonably determined duties and responsibilities.

## **REQUIREMENTS AND PERSON SPECIFICATION**

- Knowledge and experience of working with young people with Learning Disabilities and Autism (preferred).
- Proven experience as a job coach (preferred but not essential).
- Understand the diverse needs of our candidates in the workplace.
- Experience in target setting and maintaining accurate records.
- Working knowledge of Word and Excel.
- Outstanding communication and interpersonal skills.
- Excellent organisational and problem-solving ability.
- Reliability and flexibility are essential.
- Willingness to keep up to date with best practice.
- Health and Safety awareness.

This role will be based predominantly at Brighton. Depending on their roles, our staff can be required to work on a range of different sites, including our main training centre, enrichment site, training cafés and employer's premises.

## **BENEFITS**

- Employee Assistance Programme: providing consumer, legal and personal advice. It can also refer you to free professional counselling if needed.
- Workplace Pension Contribution: 3% employer, 5% employee.
- Staff Discounts: 25% discount in our cafes and coffee products.

## **HOW TO APPLY**

To apply for this position, please send a copy of your CV and a covering letter to: [hr@teamdomenica.com](mailto:hr@teamdomenica.com).

## **WHAT TO EXPECT**

Team Domenica is a Brighton-based charity supporting young people with learning disabilities – our candidates – into paid employment. We create futures for the individuals we support,

helping them to discover their full potential, live happy fulfilled lives, and feel included within the local community.

Team Domenica is committed to the safeguarding and protection of young people and vulnerable adults. Employment will be subject to the receipt of two satisfactory professional references and enhanced DBS certificate. Safeguarding Training will be given once the successful candidate begins their role.

Team Domenica is dedicated to providing an inclusive working environment that encourages diversity and equal opportunities for all. We are committed to supporting a team that is representative of a variety of backgrounds, perspectives and skills.

As part of our recruitment process, Team Domenica collects, stores and processes personal data relating to job applicants. Shortlisted candidates will be emailed a Team Domenica Application Form to complete and return prior to interview as part of our Safer Recruitment policy.

Please refer to our Safer Recruitment Policy for information regarding all of the steps in our recruitment process and to find out more about how we use and protect the information you provide.