

Job title	Senior Employment Coach
Reports to	Area Manager
<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	<p>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 from The Abingdon Wood Shop (OX14 5JX), in the community (for example at a client's place of work) as well as some home-working. The colleague will be required to use their vehicle and occasionally transport clients and/or colleagues</p>
<p>Job purpose</p> <ul style="list-style-type: none"> To be a collaborative member of the immediate team and the partnership organisations (Oxford Wood Recycling (OWR); Oxfordshire Employment (OE) & Ways into Work CIC (WiW)), at all times modelling the shared values of the partners and operating in line with our collective mission. To provide job coaching, within a team supporting a caseload of clients who have disabilities or other barriers to gain and maintain employment, focusing on the more complex aspects of job coaching including line management of Employment Coach(es) (if applicable). 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"> Alongside the steering group to support the embedding of a supported employment service within OWR. To build and manage relationships with external partner organisations to facilitate service development and delivery. Drawing on the Supported Employment model the colleague will focus on: <ul style="list-style-type: none"> Creating client development plans Carrying out risk assessments <ul style="list-style-type: none"> For providing supported employment services to clients For clients in relation to workplaces Engaging with OWR and other employers to understand their needs and thus identify paid work opportunities for clients Collaborating with the team to ensure provision of: <ul style="list-style-type: none"> Engagement with clients and their circle of support Completion of vocational profiles In work support Day to day employer liaison Travel training To line manage Employment Coach/Employment Support Worker reports including coaching, continuous development and performance management 	

- Ensuring for both self and employment coach(es) that high quality, compliant services are delivered in line with the partnerships defined Supported Employment processes which will have a high level of BASE model fidelity
- To support managers as required in meeting project or commissioner requirements.
- To lead identified areas of work either within their geography or area of expertise
- 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.
- Ensure Access to Work applications are made by self, and team.
- 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 work flexible hours to support the needs of the service.

Equal Opportunities

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're 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.