

This role is part-funded by the European Social Fund.

## East Midlands

Quality of Life People with Autism

### JOB DESCRIPTION (Employment Coach)

Department:	Employment services	Accountable to:	Head of employment services
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#### Purpose of the Post:

To be responsible to the Head of Employment services in providing support for people with autism spectrum condition.

To provide professional flexible support and opportunities to adults with autism spectrum conditions, promoting development of the individual's full potential through support to the individual and their family. Enable community presence and support the individual to access employment opportunities to progress in their life with measurable outcomes and achievements.

The Employment Coach is responsible for the sourcing of sustainable employment opportunities for the individuals that access the employment programme within the local employer market; ensuring service levels exceed employers' expectations

As a member of Autism East Midlands staff team it is an expectation that when required to support other units we reserve the right to move staff across our service to support other units.

#### Duties and Responsibilities:

1. To ensure that high standards of professional care and practices for service users are established and maintained, including appropriate attention to their physical, cultural, social, educational, recreational and emotional needs.
2. To develop and maintain positive working relationships within the team. To develop and maintain positive working relationships with the people we support.
3. To ensure that all records and administrative records are kept up to date and are secure. To take an active involvement in writing support plans and implementing support plans / programs and ensure that they are fully understood and support offered is consistent.
4. To attend all training, including all mandatory training. To attend and contribute to staff meetings and in-service training. You are required to attend appraisal and supervision and support your continuing professional development.
5. To encourage self advocacy and respect dignity at all times. To work within equal opportunity guidelines whilst demonstrating diversity and respect for individual choices. To protect each individual from danger, harm and abuse in accordance with current



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safeguarding adults legislation and be responsible for the general welfare and security of those within your care.

6. Create, develop and maintain excellent professional working relationships with colleagues, internal services and external stakeholders
7. Develop the employment service to meet the needs of the organisation strategic priorities and the external environment.
8. Ensure the Employment service is contractually compliant and meets the identified targets

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9. Conform at all times with health and safety requirements set down in legislation and adhere to safe working practices, health and safety policies and other procedures. Comply with Health and Safety, Fire Regulations and Autism East Midlands policies.
10. To carry out any other reasonable duties and responsibilities within the overall function commensurate with the grading and level of responsibilities of the post.

#### Equal Opportunities Statement

Autism East Midlands has a strong commitment to working towards the achievement of equality and opportunity in both service delivery and employment. Autism East Midlands mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement Autism East Midlands Equal Opportunities Policies.

The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and Autism East Midlands.

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Quality of Life for People with Autism

PERSON SPECIFICATION- (Employment coach)		
Personal Skills, Characteristics	6	Méthod of Assessing
<u>1. Experience</u>		
1.1 Experience of working with people with learning disabilities or autism	D	
<u>2. Qualifications and Training</u>		
2.1 Relevant qualification, e.g. NVQ Level II or above in Health & Social Care, Teaching qualification, Adult Teaching Qualification (part), C & G Learning Support, PTTLS, CTLLS	D	CQ
2.2 Literacy and Numeracy Level 2 / GCSE English and Maths Grade C or above	D	CQ
<u>3. Special Skills and Knowledge</u>		
3.1 Ability to: a) read, understand and write clear and accurate short reports	D	
b) communicate with others and form a positive relationship	D	
3.2 Understanding of autism spectrum condition	D	
3.3 Knowledge of Person Centred Planning / support plans		
3.4 Awareness of first aid		
3.5 IT skills, e.g. Microsoft office, accessing & using email / internet		
3.6 Ability to contribute to the delivery of the Employment programmes relevant to individual needs		
<u>4. Personal Qualities</u>		
4.1 Ability to work as a member of a team or on own initiative		
4.2 A specific skill or interest to share with others		
4.3 Understanding of Equality & Diversity		
4.4 Commitment to young people with autism spectrum conditions having a quality of life in the community	E	
4.5 Ability to work flexibly to meet demands of the service. e.g. work location, time tabling	E	
4.6 Maintain professional relationships at all times	E	
4.7 Commitment to undertake further training and continued professional development	E	

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D = Desirable

E = Essential

The postholder will be required to undergo and obtain a satisfactory Enhanced Disclosure and Barring Services check.

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Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they WOULD be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

Short listing will solely be from the completed application form only, against the criteria marked "S", therefore you must ensure these areas have been demonstrated on the application form. It is not sufficient to state, for example, "I have knowledge of domestic skills". Please refer to 'Guidance Notes — Employment Application Form'.

SHORT LISTING PANEL:

KEY:	A	lication Form	CQ	Qualification Certificate	I = Interview	S = Short listin
		2]			Interview Offered: YES <input type="checkbox"/> NO <input type="checkbox"/>	