



Job Description

Job Details

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| Job Title | Sessional Job Coach |
| Location: | Aberdeen with some travel throughout Aberdeen and Aberdeenshire |
| Line Manager: | Senior Lead Consultant |

Main Purpose of Job

We are looking for a competent Job Coach to help people enhance their strengths and develop their job skills. You will work with people and their employers to provide a comprehensive service that benefits both employee and employer.

A Job Coach must be a mentor eager to support their fellow people. You must be able to discover people's strengths and support needs and identify what works best for them and their employer. Having communication skills partnered with critical thinking are prerequisites for this job.

Duties and Responsibilities

Strategic

- Represent VIAS in businesses in Aberdeen City and Aberdeenshire.

Operational

- Provide training and on the job support that is appropriate and effective and encourages workplace independence and progression.
- Support employers to make reasonable adjustments and utilise assistive technology that are appropriate to each client's needs.
- Support individuals to participate in the employer's typical induction, training, probation, performance and development procedures and processes.
- Encourage employers' staff to take up training so that they can provide natural support strategies.

Administrative

- Monitor and evaluate progress of people including data collection.
- Keep records and documentation and prepare appropriate reports.

Other requirements

- To commit to uphold VIAS's values, demonstrating them in day to day duties.
- To comply with VIAS's policy and practice requirements as outlined in the Staff Handbook including Health & Safety, Adult Safeguarding, Equal Opportunities and other relevant policies and procedures.

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- To be accountable to the Senior Lead Consultant, positively engaging in supervision and support processes and liaise with other staff as a positive member of the VIAS team, through team meetings and general day to day working.

| Person Specification | | |
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| | Essential | Desirable |
| Qualifications | A willingness to take up any training offered. | |
| Relevant Experience/ Knowledge | Ability to adhere to regulations and standards. Respect for diversity. Ability to inspire others. | Experience in working with people with learning disabilities and/or autism. |
| Skills and Abilities | Leadership capability with the capacity to collaborate effectively across and out with organisations. Demonstrable communication and presentation skills, both verbal and written. Outstanding interpersonal skills. Excellent organisational and problem-solving ability. Ability to multi-task and problem solve, working in an autonomous capacity. Able to understand and propose solutions by focussing on customer requirements. | Strong IT skills including use of MS Office packages, email, internet. |
| Personal Attributes | Results oriented team player with a 'can-do' attitude. Actively demonstrates the values held by VIAS and follow policy and procedures accordingly. Values, ethics and skills essential to equality and inclusion. | |



| Working with Values into Action Scotland | |
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| Salary | £13.45 per hour. |
| Hours of work | As and when required. |
| Other Information | <p>The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of VIAS.</p> <p>Applicants will be required to complete a disclosure/ Protecting Vulnerable Groups check if their application is successful.</p> <p>It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review.</p> <p>VIAS staff have access to continuous personal development; a suite of e-learning opportunities and a confidential employee counselling service.</p> <p>As an equal opportunities employer VIAS offer a range of reasonable adjustments for staff including a job coaching service if required.</p> |