



**St Cronan's Association CLG**  
Providing high quality support to people & their families living with disability

## Vacancy – Job Coach (Ability Programme)

**Fixed term contract to 31<sup>st</sup> December 2022 - Open to public competition**

St Cronan's Association provides day supports to more than 140 adults with intellectual disability through our centres in Roscrea, Birr, Nenagh, Templemore and Newport.

Following a successful application for funding to the Pobal Dormant Accounts Programme, we are delighted to extend the duration of our Ability Programme to support 18 individuals to achieve their volunteering, employment and/or educational aspirations. This innovative programme will be carried out in collaboration with local employers and community organisations across Tipperary, Offaly and Laois.

We are now recruiting a **Job Coach** who will work with the Ability Programme Co-Ordinator to implement the programme with a focus on providing specific training and mentoring to programme participants as they assume volunteering or work experience roles in their communities.

This is a fantastic opportunity for a self-motivated dynamic person to join the Ability team.

### Job Purpose

To support the delivery of the Ability programme with a focus on providing specific training and mentoring to adults with intellectual disability as they assume volunteering or work experience roles in their communities. The role will include delivery of training, direct support of individuals on placement and task analysis as required.

### Role Criteria

The successful candidate will be required to possess the following qualifications, skills and experience:

- A primary QQI Level 7+ degree in a relevant area.
- Experience working in vocational rehabilitation / job coaching / securing work experience placements for people.
- Understanding of the needs of people with disabilities and an understanding of New Directions and person centered approaches to support.
- Understanding of employment in the context of disability with some experience of job / role / task analysis and adaptation (using apps / visual schedules).

- Prepared to work in a variety of environments to support participants.
- Understanding of quality systems, risk assessment, safeguarding and health and safety.
- Fluency in English with excellent communication and organisational skills.
- Strong ICT skills.
- A strong work ethic.
- A full clean driving licence and access to a vehicle (travel expenses will be reimbursed).

In addition to the above, a Train the Trainer or Supported Employment Qualification and experience in a similar role is advantageous.

### **Terms and Conditions**

This is a full-time role - 37 hours per week. Fixed term contract to 31<sup>st</sup> December 2022. Salary €33,259 per annum. Immediate start available. 21 days annual leave. Probationary period applies. Company pension scheme. Free parking.

The successful candidate will be based in either Nenagh or Roscrea depending on their preference. Travel will be required across our network of Centres and throughout Offaly, Limerick and Tipperary depending on placements sourced.

**Application by CV and cover letter to Kathleen McLoughlin, Services Manager, St Cronan's Association, Grange, Roscrea or email [kathleen.mcloughlin@cronans.ie](mailto:kathleen.mcloughlin@cronans.ie) before 12 noon December 7<sup>th</sup> 2021**

Your cover letter should outline how your qualifications and experience match the essential and desirable criteria in the attached job description and why you consider yourself to be the right person for this role.

**St Cronan's Association is an equal opportunities employer.**

**This position is part of the St Cronan's Ability Programme. This programme was approved by Government with support from the Dormant Accounts Fund.**





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### Job Description

<b>Job Title:</b>	Job Coach
<b>Department:</b>	Ability Programme
<b>Date:</b>	21 <sup>st</sup> November 2021
<b>Contract Duration:</b>	To 31 <sup>st</sup> December 2022
<b>Working Hours:</b>	37 hours
<b>Salary:</b>	€33,259 per annum
<b>Location:</b>	Roscrea or Nenagh with travel around Tipperary, Offaly and Laois
<b>This position is part of the St Cronan's Ability Programme. This was approved by Government with support from the Dormant Accounts Fund.</b>	

#### Overview of the role

The Job Coach will work with the Ability Programme Co-ordinator to support the delivery of the Ability programme with a focus on providing specific training and mentoring to 18 adults with intellectual disability as they assume volunteering or work experience roles in their communities. The role will include delivery of training, direct support of individuals on placement and task analysis as required.

#### Organisational Relationships

**Reports To:** Ability Programme Co-ordinator

**Direct Reports:** N/A

**External Liaison:** Employers, Community Groups, ETBs, Work Placement Organisations and other training institutions, families.

**Internal Liaison:** People using St Cronan's Association supports, 18 Ability programme participants, unit staff across all centres, CE Supervisor, Finance Team.

#### Main Responsibilities

The Job Coach role will include the following tasks:

- Work in close collaboration with the Ability Programme Co-ordinator at all times to ensure that participants are progressing towards both their person centered work and educational goals.
- Support the delivery / procurement of training in life skills, vocational exploration and work-related skills.
- Support participants to source training / volunteering / work placements.

- Support participants on a day-to-day basis in their placements by
  - Learning the work place duties of each placement and make any modifications (e.g. label cabinets, simplify written instructions, etc.) necessary for the successful completion of the job by the participant.
  - Introducing use of APPS, visual schedules and task analysis to participants as appropriate to support successful placements.
  - Developing individual support programmes to enable participants to carry out each placement to their own and the manager's satisfaction.
  - Encouraging the participants to develop their own coping strategies thus reducing the need for external support.
  - Teaching the essential tasks/duties/core skills of the job to the participant in partnership with other staff - because the goal is independence, the Job Coach builds natural supports (mentors within the workplace) and reduces the amount of time spent with each participant as core skills are developed.
- Reinforce employability skills learnt in the programme and help participants to understand protocols and interpret work culture.
- Ensure participants understand the health and safety in the work environments and adopt appropriate workplace behaviour.
- Conduct risk assessments as required.
- Work with the Ability Programme Co-ordinator to monitor and record the participants progress on placement together with unit leads and mentors and give feedback to participants.
- Assist with delivering travel training and promoting independent use of public transport.
- Assist with the delivery of employer disability awareness training.
- Support promotion of the project via social media and printed news.

### **Other requirements**

- Attend local and national employment events.
- General office duties associated with the Ability Programme including recordkeeping.
- Participate in performance management.
- Participate in team meetings, staff meetings, reviews and service evaluations.
- Show flexibility in response to organisational change and development.
- Take responsibility for health and safety issues associated with the Ability Programme and report any health and safety or safeguarding concerns in line with the organisations policy.
- Ensure confidentiality of information.
- Adhere to the organisation's policies and procedures.
- Any other duties as deemed appropriate by management.

### **First Year Deliverables**

- Engage with 18 participants and support them to identify their educational, volunteering and work goals using person centered thinking tools and strategies.
- Develop and deliver life skills, work skills and vocational exploration modules as required.
- Support up to 18 participants to source a training / work or volunteering placement and work with them to maximise the outcomes associated with the placement.
- Deliver three employer disability awareness workshops in Laois, Offaly and Tipperary.

### **Qualifications and Experience**

The Job Coach must possess the following qualifications and experience:

- A primary QQI Level 7+ degree in a relevant area e.g. psychology, social care, supported employment, coaching, community development, occupational therapy, career guidance, education etc.
- A Train the Trainer or Supported Employment qualification in addition to the above is advantageous.
- Experience working in vocational rehabilitation / job coaching / securing work experience placements for people.
- Past or current experience in a similar role with people with disability would prove beneficial.
- Strong ICT skills.

### **Other Criteria**

- Understanding of the needs of people with disabilities and an understanding of New Directions and person centered approaches to support.
- Understanding of employment in the context of disability with some experience of job / role / task analysis and adaptation (using apps / visual schedules).
- Prepared to work in a variety of environments to support participants.
- Understanding of quality systems, risk assessment, safeguarding and health and safety.
- Fluency in English with excellent communication and organisational skills.
- A strong work ethic.
- A full clean driving licence and access to a vehicle (travel expenses will be reimbursed).