Job Description

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| Job title: | Career Coach – Network |
| Department: | Network |
| Location: | Remote/Home based |
| Reporting to:  (job title only) | Preventative Services Lead |
| Direct reports:  (job title only) | N/A |
| Accountable to:  (where applicable) |  |
| Responsible to:  (where applicable) |  |
| Job purpose: | **Career Goal Identification:**   * Help clients define their career goals, values, and interests.   **Skill Assessment and Development:**   * Identify strengths and weaknesses, and develop strategies for skill enhancement.   **Job Search Assistance:**   * Provide guidance and support with resume writing, cover letter creation, interview preparation, and networking.   **Career Transition Support:**   * Assist individuals with career changes, promotions, or navigating job losses.   **Professional Development:**   * Offer advice and resources for continuing education, training, and professional growth.   **Motivation and Empowerment:**   * Encourage clients to take action, overcome obstacles, and stay focused on their goals.   **Networking and Relationship Building:**   * Help clients build connections within their industry and connect with potential employers.   **Research and Information:**   * Stay updated on industry trends, job market conditions, and relevant resources.   **Feedback and Evaluation:**   * Provide constructive feedback and track progress towards goals. |
| Role and Responsibilities: | * Receive and accept referrals for structured Coaching session * Treatment will be authorised at the time of referral. Following each session, the progress sheet needs to be completed and submitted along with outcome measures (PHQ-9 and GAD-7) within 24 hours. * Refer clients that are unsuitable back to VHG * Highlight Risk to our Risk Duty Team. * Use the most suitable clinical interventions based on your clients’ presenting issues and needs to ensure positive outcomes. * Deliver an evidence based, competent and confidential service at all times. * On completion of treatment the career coach shall complete and submit the discharge report and outcome measures within 24 hours of the last treatment session. * Prepare your clients for discharge and signpost onwards as appropriate or seek approval where further sessions are required. * Ensuring you deliver high quality services to our clients, in line with your governing body’s code of practice and ethical guidelines. * Career Coach shall submit invoices to the confirmed VHG email (confirmed on acceptance of role). * Invoices should be received no later than 60 days from the appointment date.   **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders.   * Be aware of the impact of your behaviour on others. * Ensure that others are treated with fairness, dignity, and respect. * Maintain and develop your knowledge about what EDI is and why it is important. * Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians. * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice. * Be prepared to speak up for others if you witness bias, discrimination, or prejudice. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Association of Coaching, ILM, EMC UK or ILF. |  |
| **Experience** | * A minimum of 2 years career coaching experience |  |
| **Skills/knowledge** | * IT literate – intermediate level minimum. We ask for session notes to be completed and sent back to us. * Provide constructive feedback and track progress towards goals. | * Knowledge of password protecting documents * Completing and managing your own invoices * A clear and relevant understand of GDPR * Speaks another language |
| **Specialist training** | * Association of Coaching or ILM, EMC UK or ILF. |  |
| **Personal competencies and qualities** | * Social skills * Ability to build connections * Understanding * Empathy * Supportive * Clear communicator * Respectful * Knowledgeable |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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