EMPLOYMENT SPECIALIST

JOB DESCRIPTION

Job Title: Employment Specialist

Salary: £25,205 - £30,255 per annum

Reports to: Senior Employment Adviser

Location: **East London NHS Trust** (Secondary Care Mental Health Teams)

Who are we?

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 30 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse and it 's about to get even better. As well as employment services, we work with kids in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone 's life around.

What we need

Working within East London NHS Trust 's Recovery Teams, to support people who have experienced mental health problems to gain competitive paid employment.

To work directly with employers to secure employment opportunities, and subsequently to provide ongoing support according to both the employee 's and the employer's needs

To hold specific responsibility and autonomy for the delivering of contract performance targets within an allocated Recovery Team

To promote contracted services, the Individual Placement and Support model and Shaw Trust to external agencies and the wider community

You're the person who can help people access the right job for them at the right time with the right support built around them, all key elements in transforming the lives of people with severe and enduring mental health conditions.

Working daily with clients, health professionals, volunteers and service providers ; Employment Specialists are focused on making sure a person's journey into employment, with associated improved social inclusion and well-being, is as easy as possible.

Our Employment Specialists will need to understand the needs of project clients and employers and work creatively and sympathetically to make appropriate client/employer matches. Support will continue through a programme of in work support led by the Employment Specialist and continuing to address the ne eds of client and employer for up to a year.

As an Employment Specialist, you will need to be an able communicator, passionate about getting it right and focused on transforming individual lives through sustainable solutions.

You will work with people on their individual employment journey from initial assessment to the point where they no longer require face to face in work support. Key milestones on a typical journey are: initial assessment; vocational profiling, action planning; review and progress measurement; job brokerage, working on a one to one basis with employers to match people with appropriate employment; planning, providing and coordinating support whilst in employment; managing withdrawal of support as the in work support period comes to an end.

This role is perfect for individuals who have experience either in the employment advice field or as practitioners within a community mental health and/or wellbeing setting, but who are open to additional training and support where required. In all cases, a practical understanding of secondary care, coupled with the ability to champion and embrace change would be helpful. The successful candidate will have a solution focussed approach, be highly organised and be able to deliver to agreed service specifications and outcomes.

Are you right for the job?

- Do you have experience within an employment advice and/or community mental health or wellbeing setting?
- Do you have the ability to turn around the lives of people through engagement and inclusion?
- Do you have a strong track record of achieving positive outcomes?
- Do you motivate people, work well in a team and stay focused under pressure?
- Do you feel passionate about reducing the impact of stigma on people's lives and opportunities

Person Specification

Job Title: Employment Specialist

(E = Essential; D = Desirable)

Competencies

- Embraces change and drives continuous improvement (E)
- People centred in a commercial framework, takes accountability for results (E)
- Demonstrates a passion to further the charitable aims of the organisation and acts with integrity (E)
- Collaborates and unites with others behind the organisation 's mission (E)
- Provides a best in class service to all customers, internal and external (E)

Technical competency (qualifications and training)

- IAG level 4 or willing to work towards Level 4. **(D)**
- Relevant additional training in the health and social care field, including safeguarding, motivational interviewing, mental health awareness **(D)**

Experience, Knowledge and Skills

- Previous relevant experience. **(E)**
- Previous experience of working with people with Mental Health issues **(D)**
- Experience in working towards a target and achieving Job Outcomes **(E)**
- Knowledge of the IPS model **(D)**
- Experience of using NHS databases (e.g. RIO or IAPTUS) **(E)**

Skills and Attributes

- Commitment to providing a quality service to clients and colleagues. **(E)**
- Ability to work as part of a team and individually. **(E)**
- Ability to co-ordinate, evaluate and support work placements. **(E)**
- Ability to negotiate and liaise at all levels. **(E)**
- Ability to secure appropriate placements and jobs. **(E)**
- Ability to problem solve and respond appropriately to a wide range of situations. **(E)**
- A flexible approach and ability to cope with the varying demands of the role. **(E)**
- Self-motivated. **(E)**
- Good organisational skills. **(E)**
- Ability to work as part of a team and on own initiative. **(E)**
- Knowledge of training. **(D)**

Personal qualities, communicating and relating to others

- Good interpersonal, communication and presentation skills. **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service (DBS) disclosure at Enhanced Level. **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**
- Positive attitude to disability. **(E)**
- A willingness to undertake frequent travel as required. **(E)**

Main Duties and Responsibilities

Duties

1. To maintain and support a caseload of individual clients from Secondary Care mental health teams, providing assessment to address need, action planning to address barriers to employment and ongoing support to improve employability pre- and post-employment.

2. To engage effectively with employers to identify appropriate employment opportunities for people

3. To support individual production of CVs and application forms and co-ordinate and deliver preparatory activity to support clients into work, e.g. delivery of interview technique training and advice and guidance around welfare benefits and disclosure.

4. To develop and provide vocational guidance to people, assisting with identifying their key strengths and appropriate career direction.

5. To work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the workplace.

6. To provide a quality service by conducting regular visits, effective monitoring, evaluation support and guidance to clients and employers.

7. To assist with job retention support through the delivery and coordination of on-going in-work support.

8. To liaise effectively within the NHS Trust and with all appropriate partners.

9. To carry out effective and efficient procedures, producing appropriate records/reports as required.

10. To maintain awareness of employment and disability issues.

11. To promote and market the Individual Placement and Support Employment Service within the secondary care mental health teams ensuring that all patients get the opportunity to receive support.

12. To attend Area, Regional and National meetings as required including secondary care mental health meetings.

13. To adhere to the Trust ’s policies and procedures.

14. To promote and market the Trust as directed.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.