

Job Description

Job:	Employment Adviser
Location:	Medway
Reports to:	Programme Manager
Salary Range:	£22,259 – £27,410

Purpose

You're the person who can help individuals access the right help at the right time. Employment Advisers will understand their communities and the wide range of services available within them. They are passionate about getting it right, able communicators and focused on using their experience to connect people with the help they need in their own communities. Working daily with clients, employers and service providers Employment Advisers are focused on making sure a person's journey to employment and better wellbeing is as easy as possible. Brokering existing services, liaising with primary and secondary health care professionals, checking in on progress and making sure we can evidence the outcomes of the service are all important facets of the job – a job that makes a real difference in the lives of people. 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. In all cases, a practical understanding of primary and 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.

Main Duties and Responsibilities

1. Work with individuals and employers in a co-ordinated approach so that a client can reach sustainable employment.
2. To monitor and maintain a caseload of clients by developing appropriate referral sources for new clients. Conducting assessments and producing individual personal development plans. To enable clients to achieve paid employment, community based training or work placements.
3. To produce client CV's and support in completion of applications for employment.
4. To develop and provide vocational guidance to individuals, assisting with identifying their key strengths and appropriate career direction.
5. Ensure an on-going focus on prevention of poor wellbeing through Making Every Contact Count (MECC) linking with public health prevention activity.
6. Undertake or participate in regular case conferences with partner organisations, support services and/or other team members to ensure a client journey is smooth and consistent.
7. Be fully responsible for all tasks related to the allocated clients journey including maintaining effective and efficient administrative procedures producing appropriate records and reports, including the updating of client details on the relevant case management system.
8. Ensure achievement against service delivery KPIs and individual performance measures and programme outcomes.



9. Provide a quality service that meets 5 Ways to Wellbeing, contractual requirements and related thinking within the mental health sector as well as organisational quality standards.
10. To encourage client feedback and user involvement as directed through a coproduction framework and forums.
11. To build relationships and liaise regularly with GP surgeries, DWP, CMHT and other referral organisations by attending relevant meetings and network events when required.
12. To develop and maintain an in-depth knowledge of the local provision, employment provision of relevant companies and opportunities pertaining to work and client progression.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.



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.

<p>Person Specification Job Title: Mental Health Employment Adviser (E = Essential D = Desirable)</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Minimum of SVQ/NVQ level 3 (E) • Relevant additional training in the health and social care field including safeguarding, motivational interviewing, mental health awareness (D)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of delivering mental health and wellbeing interventions in a case management approach. (E) • Experience of working with primary or secondary care services (D) • Experience of facilitating and supporting clients with complex and/or multiple barriers to success in health and social care settings. (E)
<p>Skills and attributes</p> <ul style="list-style-type: none"> • Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed targets. (E) • Understanding of the 6 Ways to Wellbeing and it's practical application (D) • Understanding of inclusion, mental health and anti-stigma. (E) • Knowledge of health and social care system and the application of wellbeing and prevention.(D) • Ability to work on own initiative, as well as in consultation and negotiation with managers and other stakeholders as required. (E) • Ability to process information on electronic records accurately, using data bases & spread sheets. (E) • Demonstrate awareness of common long term physical conditions which impact on a person's well-being. (E)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • Embraces change and drives continuous improvement (E) • People centred with a professional approach taking 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 organisations mission (E) • Provides a best in class service to all customers internal and external (E) • Ability to secure sustainable employment opportunities for clients of Shaw Trust (E) • Ability to facilitate, engage, motivate and support clients into employment. (E) • Able to support & empower clients to form their own decisions. (E) • A motivational, flexible and problem solving approach.(E) • Positive attitude to mental health, community connectivity and a strengths and assets based focus to engaging with individuals. (E)



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- Excellent interpersonal, communication and presentation skills demonstrating the ability to convey complex messages clearly & with sensitivity to family, colleagues & other professionals. (E)
- Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results and willing to travel with possible overnight stays. (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 DBS enhanced disclosure with the additional barring checklist for vulnerable adults. (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)

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