



Job Title: Mental Health Employment Adviser.

Salary Range: £21,793 – £ 25,833

Reports to: Senior Advisor / Project manager

**Location:** Kent

### **Who are we?**

Shaw Trust is a charity helping to transform the lives of young people and adults across the UK and internationally.

Our specialist services help people gain an education, enter work, develop their career, improve their wellbeing or rebuild their lives. As a charity we add value to every service we deliver by investing back into the people and communities we support.

Shaw Trust is one of the largest 25 charities in the UK. Comprising Shaw Trust, Prospects, Ixion and Shaw Education Trust, we use our 75 years' combined experience to support people to develop their potential. By joining together we are working to reach one goal: to help transform the lives of one million young people and adults each year by 2022.

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

Shaw Trust services in Health and Wellbeing Services are focussed on supporting people (service users and others) to self manage and stay well. We provide person centred support aimed at delivering support/signposting, improving independence, and wellbeing and community connectedness through a holistic approach underpinned by the 6 Ways to Wellbeing.

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### **What we need?**

You're the person who can help individuals access the right help at the right time. Mental Health 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 Mental Health Employment Advisers are focused on making sure a person's journey to employment and better wellbeing is as easy as possible. Brokering existing service and helping to develop new local provision, 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.

### **Are you right for the job?**

- Do you have experience working within an employment or wellbeing service?
- 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: Mental Health Employment Adviser**

(E = Essential D = Desirable)

<b>Competencies</b> <ul style="list-style-type: none"> <li>• Embraces change and drives continuous improvement <b>(E)</b></li> <li>• People centred with a professional approach taking accountability for results <b>(E)</b></li> <li>• Demonstrates a passion to further the charitable aims of the organisation and acts with integrity <b>(E)</b></li> <li>• Collaborates and unites with others behind the organisations mission <b>(E)</b></li> <li>• Provides a best in class service to all customers internal and external <b>(E)</b></li> <li>• Ability to secure sustainable employment opportunities for clients of Shaw Trust <b>(E)</b></li> </ul>
<b>Technical competency (qualifications and training)</b> <ul style="list-style-type: none"> <li>• Minimum of SVQ/NVQ level 3 <b>(E)</b></li> <li>• Relevant additional training in the health and social care field including safeguarding, motivational interviewing, mental health awareness <b>(D)</b></li> </ul>
<b>Experience, Knowledge and Skills</b> <ul style="list-style-type: none"> <li>• Experience of delivering mental health and wellbeing interventions in a case management approach. <b>(E)</b></li> <li>• Experience of working with primary or secondary care services <b>(D)</b></li> <li>• Experience of facilitating and supporting clients with complex and/or multiple barriers to success in health and social care settings . <b>(E)</b></li> <li>• Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed targets. <b>(E)</b></li> <li>• Understanding of the 6 Ways to Wellbeing and it 's practical application <b>(D)</b></li> <li>• Understanding of inclusion, mental health and anti-stigma. <b>(E)</b></li> <li>• Knowledge of health and social care system and the application of wellbeing and prevention.<b>(D)</b></li> <li>• Ability to facilitate, engage, motivate and support clients into employment. <b>(E)</b></li> <li>• Able to support &amp; empower clients to form their own decisions . <b>(E)</b></li> <li>• A motivational, flexible and problem solving approach. <b>(E)</b></li> </ul>

- Positive attitude to mental health, community connectivity and a strengths and assets based focus to engaging with individuals. **(E)**
- Ability to work on own initiative, as well as in consultation and negotiation with managers and other stakeholders as required. **(E)**
- 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)**
- 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)**

### **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)**

### **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 organizations, 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 client's 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 6 Ways to Wellbeing, contractual requirements and related thinking within the mental health sector as well as organizational quality standards.

10. To encourage client feedback and user involvement as directed through a co-production 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 .

***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.***