

JOB DESCRIPTION

Job Title:	Employment Specialist
Accountable to:	Lead Employment Specialist
Professionally responsible to:	Head of Employment Services
Band:	5
Base:	Wandsworth/Merton/ Sutton /Kingston / Richmond
Liases with:	Local employers, welfare to work providers, Job Centre Plus, Local colleges and educational establishments, clinical health professionals, voluntary organisations, and debt and advice services

JOB SUMMARY

Our Employment Specialists are integrated within our community mental health services and deliver evidenced based Individual Placement & Support (IPS) to help service users who are unemployed to find competitive employment as part of their recovery. We also provide job retention support to those already in employment whose job may be at risk.

Employment Specialists engage with local employers to support individuals back into work based on their preferred job goals and liaise with relevant stakeholders including the service user, clinical health professionals, GPs, employers and occupational health services to enable this.

KEY RESULT AREAS

1. To manage a caseload of a maximum of 25 service users at any one time who are currently off work / unemployed and who wish to return to work.
2. To gain referrals from both primary and secondary care services, being responsible for those service users who want to return to employment.
3. To meet regularly with health professionals to co-ordinate and integrate employment support into health treatment.
4. To prepare individuals for a return to work through assessing each person's individual employment needs through vocational profiling/assessment.
5. To provide individualised, support to individuals once they have returned to work to assist them in sustaining employment.
6. To proactively engage and work with employers to retain employment opportunities for people who have experienced mental health problems.
7. To provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategy and on-going contact with the employer to ensure job retention.

8. To provide outreach services as necessary to individuals when they appear to disengage from the service. Maintain some contact with individuals even without a vocational focus if necessary to sustain engagement.
9. To assess individuals support needs related to work which might typically include help with benefits, travel to work, graded return to work etc.
10. To develop good working relationships with other organisations that are better able to help individuals to achieve their employment goals for example, employment support providers, local colleges and training providers.
11. To work flexibly as required by the individual and the employer which may require some working out of 'normal office' hours.
12. To maintain a professional relationship with the clients of the programme and with other staff, with particular attention to confidentiality and the maintenance of boundaries.
13. To support administrative systems which record the progress of individuals, and keep accurate and complete records of casework with them.

Training and Development

1. To undertake mandatory and statutory training as required by Trust policy.
2. To contribute and commit to undertaking an annual Development Review/appraisal.
3. To undertake personal development as identified in the Personal Development Plan (PDP).

General

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities and Confidentiality of Information.
- The postholder is responsible for ensuring that the work that they undertake is conducted in a manner which is safe to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s). If postholders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
- The postholder is expected to comply with the appropriate Code(s) of Conduct associated with this post.
- South West London and St George's Mental Health NHS Trust operates a no smoking policy. The Trust has been smoke free since 01 January 2006.

PERSON SPECIFICATION

Job Title: Band 5 Employment Specialist

	ESSENTIAL	DESIRABLE	HOW TESTED
TRAINING & QUALIFICATIONS	<ul style="list-style-type: none"> Educated to degree level or equivalent 		<ul style="list-style-type: none"> Application Form Interview References Proof of qualifications and professional registration if relevant
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with people who have experienced mental health problems within health, social services, the voluntary sector or mainstream educational services Experience of successfully helping people to obtain or keep education/work 	<ul style="list-style-type: none"> Experience and interpretation of welfare benefits; specifically disability, health and employment related benefits 	<ul style="list-style-type: none"> Application Form Interview References
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> Knowledge of welfare benefits and disability/employment related benefits Knowledge of the Disability Discrimination Act Knowledge of disability and special needs issues in relation to employment/ education An understanding of the employment needs and difficulties of people who experience mental health problems Good written and verbal communication skills Basic IT skills Good interpersonal skills Good facilitation skills Effective presentation skills Effective marketing skills Persuasion and negotiation skills An ability to initiate and develop relationships with employers whilst being astute to their needs An ability to work independently, reliably and consistently Vocational assessment and 	<ul style="list-style-type: none"> Report writing skills Solution focused therapy skills An understanding of the principles and practice of supported employment Knowledge of government and local funding opportunities regarding learning and employment opportunities Basic counselling skills Knowledge of Employment law Mediation skills 	<ul style="list-style-type: none"> Application Form Interview References

	profiling skills <ul style="list-style-type: none"> Working knowledge of a broad range of occupations and jobs 		
OTHER	<ul style="list-style-type: none"> Ability to see solutions rather than problems A preparedness to work flexible hours through prior arrangement as the needs of the job dictate (e.g. some evenings) 	<ul style="list-style-type: none"> Personal experience of mental health problems A clean driving license and a car 	<ul style="list-style-type: none"> Interview