

Job Title:	IPS Employment Specialist
Band:	5
Hours:	Full Time (37.5 hours per week) or Part Time (30 hours per week)
Contract:	Permanent
Department:	Work Well
Location:	Croydon, Lewisham, and Southwark
Reports to:	Senior Employment Specialist / IPS Employment Team Leader / Clinical Team Leader

Job Purpose:

To provide an effective IPS employment service for people with severe and enduring mental health conditions who want to work.

To work as part of a multi-disciplinary mental health team, working alongside other mental health and social care professionals, providing joined-up mental health care.

To develop partnerships with employers, local providers, and services to ensure that the employment support needs of clients are met.

To work as part of the Work Well network, sharing knowledge and expertise with a range of other employment professionals across Croydon, Lambeth, Lewisham and Southwark.

Our values and commitments:



Key Responsibilities:

- Promoting the employment service to mental health professionals, service users, and carers, to ensure a steady flow of referrals.
- Helping clients to identify and consider options for obtaining work and staying in work and set their own personal job goals; assessing their needs and developing appropriate actions plans to overcome barriers to work.
- Delivering individually tailored one-to-one employment coaching support to a diverse range of clients, considering their individual needs, using a range of communication methods including face-to-face appointments, video meetings, telephone calls, emails, texts, and social media.
- Working with local employers to identify work placements and job opportunities that meet the needs of clients and the employer.

- Challenging clients, employers, and other professionals when appropriate to reduce negative beliefs, stigma, and discrimination (including self-stigma and self-discrimination).
- Working as part of a team, sharing knowledge and expertise, and contributing to team meetings, service development activities and the wider Work Well network.
- Typing clear and concise session notes, entering data onto electronic databases, and obtaining written evidence of outcomes (e.g. job starts) in a timely manner, ensuring that files and systems are always up-to-date and accurate.
- Working independently to manage own time and workload, keeping track of own progress towards targets, and continually reflecting on own performance to improve and develop in the role, as well as using supervision effectively.
- Keeping up to date with local and national labour market trends, education/training opportunities, welfare benefit changes, and employment law in relation to client group.
- Following service policies, procedures, and manuals to ensure that quality standards are met; asking for advice when needed and adapting to changes quickly.

Personal Specification:

Qualifications	
<p><u>Essential Requirements</u></p> <ul style="list-style-type: none"> • Educated to degree level or equivalent level of knowledge gained through relevant work experience (A). 	<p><u>Desirable Requirements</u></p> <ul style="list-style-type: none"> • Training or qualification in Individual Placement and Support (IPS) (A). • Training or qualification in Job Retention Support (A). • Accredited qualification in coaching or career guidance (A).
Experience	
<p><u>Essential Requirements</u></p>	<p><u>Desirable Requirements</u></p>

<ul style="list-style-type: none"> • Recent experience of supporting or coaching individuals on a one-to-one basis (in a voluntary role or paid role), verified by an employer reference (A). • Experience of managing multiple tasks at any one time (A) 	<ul style="list-style-type: none"> • Experience of delivering employment advice or coaching to people who are unemployed or have a disability or mental health problem (A). • Experience of engaging employers to identify job opportunities (A). • Experience of delivering training courses or workshops in person or online (A). • Lived experience of mental health problems or caring for someone with a mental health problem (A).
<p>Knowledge / Skills / Attitude</p>	
<p><u>Essential Requirements</u></p> <ul style="list-style-type: none"> • Demonstrates clear understanding of what the Employment Specialist role involves (A, I). • Demonstrates an understanding of primary and secondary care health services (A). • Demonstrates clear understanding of the Individual Placement and Support (IPS) model (A). • Excellent interpersonal skills, including the ability to communicate with others clearly (verbally and non-verbally), negotiate, persuade, and influence, and work as part of a team (A, I, T). • High standard of written English (A, I, T). • Confident using digital technology and proficient in MS Word, Excel, Outlook, and Teams (A, I, T). • High level of learning agility; adapts 	<p><u>Desirable Requirements</u></p> <ul style="list-style-type: none"> • Knowledge of mental health conditions and understanding the impact of mental health conditions on employment and the support needs of individuals (A).

<p>positively to change and feedback (A, I, T).</p> <ul style="list-style-type: none"> • Excellent time management; plans and organises own workload independently (A, I, T). • Exceptional listening skills; able to perceive and interpret verbal and non-verbal messages (A, I, T). • Demonstrates passion for supporting people with mental health problems into work (A, I, T). • Takes responsibility for own actions and personal development (A, I, T). 	

About South London and Maudsley:

South London and Maudsley NHS Foundation Trust (SLaM) provide the widest range of NHS mental health services in the UK as well as substance misuse services for people who are addicted to drugs and alcohol. We work closely with the Institute of Psychiatry, Psychology and Neuroscience (IoPPN), King's College London and are part of King's Health Partners Academic Health Sciences Centre. There are very few organisations in the world that have such wide-ranging capabilities working with mental illness. Our scope is unique because it is built on three major foundations: care and treatment, science and research, and training.

SLaM employ around 5000 staff and serve a local population of 1.1 million people. We have more than 230 services including inpatient wards, outpatient and community services. Currently, provide inpatient care for approximately 5,300 people each year and treat more than 45,000 patients in the community in Croydon, Lambeth, Lewisham and Southwark; as well as substance misuse services for residents of Bexley, Bromley and Greenwich.

By coming to work at SLaM, you will gain experience of being part of an organisation with a rich history and international reputation in mental health care. You will have access to professional development and learning opportunities, and have the chance to work alongside people who are world leaders in their field. SLaM delivered more than 14,000 training experiences in 2014; providing an extensive range of learning opportunities for staff at all levels. In addition, our working

relationship with King's Health Partners allows those working at the Trust to get involved in academic research.

Trust Policy and Procedures:

Confidentiality:

Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.

Equal Opportunities:

Promote the concepts of equality of opportunity and managing diversity Trust wide.

Health and Safety:

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

Infection Prevention and Control:

Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.

Professional standards and performance review:

Maintain consistently high professional standards and act in accordance with the relevant professional code of conduct. Employees are expected to participate in the performance review process.

Service/Department standards:

Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.

Finance:

All Trust staff will comply with the financial processes and procedures.

Safeguarding Children & Vulnerable Adults:

Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004 and the trusts safe guarding vulnerable adults policy.

Code of Conduct:

The post holder is required to adhere to the standards of conduct expected of all NHS managers set out in the Code of Conduct for NHS managers.

This job description will be subject to regular review and adjustment.

SUMMARY:

This job description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the post holder.