 

**LINCOLNSHIRE PARTNERSHIP NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

Individual Placement Support

Mental Health Retention Employment Specialist

**Reviewed**

February 2022

### Job Description

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| **1. Job Details** |
| **Job Title:** IPS Retention Employment Specialist |
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| **Pay Band:** Band 5  |
| **Reports to (Title):** IPS Team Manager |
| **Accountable to (Title):** IPS Team Manager  |
| **Location/Site/Base:** County Wide Post, base TBC  |
| **2. Job Purpose** |
| To support and advocate on behalf of secondary care mental health service users who are at risk of losing their job, due to mental illness.To provide advice and ongoing support on issues including employment rights, reasonable adjustments, and phased return to work plans.To support with advice on tribunals and employment termination applications. Provide workplace support to the service user and employer to promote inclusion and reduce discrimination and stigma. This includes working collaboratively with a wide range of employers/employment providers; relevant agencies and partners from the statutory, voluntary and business sectors, internal and external to the Trust on behalf of service users.  |
| **3. Nature of the Service** |
| This is a community post, based and attached to a CMHT providing support to service users to meet their work goals based upon the Individual Placement and Support (IPS) model of practice specifically relating to retention support. However, if capacity will also support with general Employmnet Specialist cases supporting individuals in to paid work  |
| **4. Organisation Chart** |
|  IPS Employment Team Manager  AdminIPS Employment Specialist This post |
| **5. Duties** |
| * To support and advocate on behalf of secondary care mental health service users who are at risk of losing their job, due to mental illness.
* To provide advice and ongoing support on issues including employment rights, reasonable adjustments, and phased return to work plans.To support with advice on tribunals and employment termination applications.
* Provide workplace support to the service user and employer to promote inclusion and reduce discrimination and stigma.
* Support service users to identify and meet their vocational goals by providing individually tailored programmes using a person centred approach
* Complete initial assessments of service users’ vocational needs, working collaboratively with service users to complete a Vocational Profile. Support service users to complete job applications and complile CVs.
* Actively and regularly engage with employers and employment providers and seek out employment opportunities for service users.
* Proactively address barriers to education, training and employment through partnership working with services
* Ensure effective communication with CMHT colleagues and relevant organisations internal and external to the Trust.
* Ensure that service users are supported to progress through the service in a timely manner and are discharged / signposted / referred on at appropriate stages of their treatment.
* Make regular written and verbal reports concerning the progress of service users, and maintain written and electronic records as per Trust policy.
* Attend and actively contribute to team meetings and peer supervision.
* Attend and actively contribute to CMHT team allocation meetings/convene case review meetings (as required)
* Ensure that you are fully aware of the IPS Fidelity Scale and the sections within this as these need to be achieved as part of Service requirements
* Contribute positively to the achievement of service targets and outcomes to achieve commissioners requirements and target
* Complete required records for caseload and service activity and achievement of outcomes.
* Ensure compliance to the policies, procedures and working practices of Lincolnshire Partnership NHS Foundation Trust and local and National guidance and standards.
* Review and actively contribute to the development of the service in line with best practice and evidence based interventions.
* Execute additional tasks in order to meet departmental project-related or development and change objectives.
* Line manage and supervise support staff on a daily basis
* Participate in the provision of an extended hour’s service, if required to do so.
* Work flexibly across the county to support service need.
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| **6. Skills Required for the Post** |
| **Communication and relationship skills*** Ability to present complex, sensitive or contentious information regarding service users
* Excellent interpersonal skills.
* Ability to support service users in emotionally vulnerable and difficult situations.
* Ability to communicate effectively with employers and parternship organisations using tact or persuasive skills
* Ability to work independently and collectively.
* Professional approach.
* Excellent IT skills

**Analytical and judgment skills*** Capable of independent decision making and formulation of tailored support.
* Thorough understanding of a range of appropriate interventions and specialist model of practice.
* Ability to work autonomously and use own initiative.
* Able to analyse situations / information to identify and support service users to address their individual needs in relation to employment, education and training

**Planning and organisational skills*** Good time management skills to balance the co-ordination of own diary making best use of time, efficiently and effectively.
* Flexible/adaptable.
* Excellent design and planning skills to ensure the formulation of a number of activities related to a service user employment programme, which may require the formulation and adjustment of plans.

**Physical skills*** To travel independently around the county in a timely manner, making best use of time.
* Breakaway skills.
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| **7. Responsibilities of the Post Holder** |
| **Responsibilities for Direct/Indirect Service User Care*** Under the line management of the IPS Team Manager hold and manage a caseload of service users requiring support to achieve/maintain their vocational goals.
* Under the line management of the IPS Team Manager initiate action within broad Trust policies, seeking advice as necessary

**Responsibilities for Policy and Service Development Implementation*** May comment on proposed changes to policies.
* Identify and find solutions to improve the wider service over and above those improvements related to the role

**Responsibilities for Human Resources (including training)*** Participate in supervision and undertake mandatory training and personal development as required of the post including competency development
* May demonstrate own duties to less experienced staff.
* Plan and deliver training to a wide variety of colleagues and agencies internal and external to the Trust
* Line manage and delegate tasks to employment support workers and students

**Responsibilities for Financial Management*** Adhere to the financial regulations and petty cash procedures of the Trust

**Responsibilities for Information Resources*** Record all self-generated information within the service user’s clinical notes using the Trust’s clinical information system.

**Responsibilities for Research and Development*** Participate in audit as required
* Contribute to policy and quality service improvement initiatives at a local and national level
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| **8. Freedom to Act** |
| Organise own time and prioritise service user care under the line management of the Occupational Therapy Vocational Lead and Service Development Manager.Manage a caseload (medium and high complex needs).Under the line management of the Occupational Therapy Vocational Lead and Service Development Manager act as an autonomous practitioner, making decisions about service user care as appropriate in consultation with the team. |
| **9. Effort & Environment** |
| **Physical effort** * Occasional/frequent moderate intense effort for several short periods. Work extended hours on occasion to meet service need.

**Mental Effort** * Frequent concentration to undertake assessments and development of care plans.
* Monitor and review service user progress where concentration is required, against planned objectives and report to the multi-disciplinary team.

**Emotional effort** * Occasional, frequent exposure to distressing/highly distressing circumstances presented by service users, including access to information about abuse, neglect and other trauma experienced.

**Working conditions** * Engagement with service users in the community settings.
* Occasional exposure to unpleasant working conditions, in service users homes, including verbal aggression and physical aggression.
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| **10. Equality and Diversity** |
| All staff through their behaviours and actions will ensure that our services and employment practices are respectful of individual needs and differences including those characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual Orientation). |
| **11. General** |
| You must uphold the Trust’s Purpose, Vision and Values:**Our Vision-** To support people to live well in their communities.

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| **Values** | **Behaviours** |
| **Compassion-** Acting with kindness | Treating people with respect, showing empathy and a desire to be helpful.Paying attention to others and listening to them.Responding appropriately, being mindful of the language we use to do this. |
| **Pride-** Being passionate about what we do  | Challenging poor practise.Being a patient and carer advocate.Recognising and praising good care. |
| **Integrity-** Leading by example | Doing what I say I am going to do.Being honest.Taking responsibility for my actions. |
| **Valuing everybody-** Using an inclusive approach | Supporting every person however different to me to achieve their best.Challenging discrimination and supporting others to understand why it is everybody’s business to do this.Recognising and challenging my own assumptions. |
| **Innovation-** Aspiring for excellence in all we do  | Using service improvement methodology.Learning with people who use our services, research, best practise and evidence.Sharing the learning internally and contributing to research where relevant. |
| **Collaboration-** Listening to each other and working together | Working in partnership to promote recovery, supporting and encouraging independence.Working as one team.Valuing lived experience as an equal partnership. |

In addition you must:* Highlight concerns in accordance with the Trust’s Whistleblowing Policy where it is felt poor practice or general wrong doing has not been dealt with appropriately. Staff may make such disclosures without fear of criticism or retribution.
* Maintain an awareness of information governance and information security related issues and ensure compliance with LPFT Records and Information Policies.
* Participate in performance review, supervision and undertake mandatory training and personal development as required of the post
* Take personal responsibility for your own Health and Safety at work in accordance with Trust Policies and Procedures, in particular Security, Health and Safety and Risk Management
* Be committed to safeguarding and promoting the welfare of children, young people, vulnerable adults and people experiencing domestic abuse, both as service users and visitors to Trust premises. All staff have an absolute responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities. They must be aware of their obligation to work within and do nothing to prejudice the safeguarding policies of the Trust.

This job description is not exhaustive and as a term of employment you may be required to undertake such other duties as may reasonably be required. |

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**PERSON SPECIFICATION**

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|  |  | **JOB REQUIREMENTS** |  |
|  | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED****(eg Application Form, Interview Test, Reference etc)** |
| **Qualifications** | * Educated to degree level
* Or equivalent experience in the field of supported employment.
* Or NVQ Level 3/equivalent relevant training to diploma level and/or experience relevant to the duties of the post)
 | * Occupational Therapy, Social Work , Psychology or Employment qualifications
* IPS training
* Motivational interviewing training
 |  Application |
| **Experience**  | * Experience of initiating, liaising and collaborating with a wide range of individuals and organisations promoting and developing employment, education and training opportunities on behalf of service users
* Experience of working with a range of mental health service users (in health, social care and/or voluntary sectors) implementing individual programmes and interventions.
* Experience of actively and regularly engaging with employers and employment providers to seek out employment opportunities on behalf of service users
* Knowledge of good practice in employment legislation protecting disability equality
* Ability to identify and find solutions to improve the wider service over and above those improvements related to the role
* Experience of constructing and reviewing individually tailored programmes using a person centred approach.
* Knowledge of vocational assessment & profiling of service users’ vocational needs
 | * Recent experience of working with service users to help them meet their employment-related goals.
* Experience & knowledge of the benefits agency and all disability employment related benefits
* Personal experience of using Mental Health services
* Experience of collecting caseload and outcome data
* Experience of managing and supervising support staff
 |  Application/Interview  |
| **Skills & Competences** | * Enthusiasm and commitment towards supporting people with mental health problems find paid employment.
* Working knowledge of appropriate therapeutic models to engage and retain service users in treatment and to support them achieve their vocational goals.
* An understanding of the benefits of work as part of the recovery processand a positive attitude to enabling service users overcome barriers to finding employment, are essential.
* Excellent marketing and promotional skills with an excellent negotiation skills & persuasive style
* Able to analyse situations / information to identify and support service users to address their individual needs in relation to employment, education and training
* Excellent organisational and time management skills
* Excellent verbal and written communication skills
* Ability to work independently and collectively as part of a team
* Ability to work autonomously and use own initiative
* Excellent interpersonal skills.
* Thorough understanding of mental health issues.
* Ability to embrace and adapt to new challenges
* Ability to support an individual’s recovery
* Knowledge of local employment issues, relevant Government policy and Trust priorities
* Excellent IT skills
 | * Knowledge of relevant welfare benefits and benefits rules
* Experience of delivering training to a wide variety of colleagues and agencies internal and external to the Trust
 |  Interview |
| **Special** **Requirements** | * Ability to travel independently to other bases and Service User homes
* Flexible and able to support extended hours opening, if required.
* Cover for team members working in other areas in exceptional circumstances
 |  | Interview |