JOB DESCRIPTION

Oxford Health NHS FT

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Title:	**IPS Employment Specialist**
Band:	**5**
Responsible to:	Team Leader
Accountable to:	Operational Service Manager

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JOB PURPOSE

This role is for someone who is passionate and proactive about supporting people to live well in the community. You will be working to support people either to gain employment or retain their current employment as part of multidisciplinary team (MDT) within areas across Oxfordshire/Buckinghamshire.

The Employment Specialist will join an IPS team working under the direction of an IPS Team Leader to deliver IPS as part of the holistic recovery plan for mental health service users in the community.

You will be required to manage a caseload of up to 20 people at any one time who have experienced mental health problems and who are waiting to either gain new employment or retain their current employment. The Employment Specialist is expected to deliver the Individual Placement and Support (IPS) approach – for which training will be given.

You will work with the IPS Team Leaders and other IPS Employment Specialists to assist in the development of the wider service across the county.

DUTIES AND RESPONSIBILITIES

- To manage a caseload of up to 20 service users at any one time who are currently off work/unemployed, receiving mental health support and who wish to return to employment.
- To provide job retention support to those service users currently under services who are at risk of losing their job through supporting meetings and responses to managers, Occupational Health departments and HR departments.
- Meet and exceed job outcome targets for service users.
- Build relationships with clinical teams and take responsibility to regularly attend the weekly multidisciplinary meetings in order to discuss new referrals/create new referrals and feedback progress of clients to the wider MDT team.
- To attend appointments with IPS clients to discuss and feedback their progress to discuss how the IPS employment support can support clients back into work.
- Build a multidisciplinary approach to the return to work. For example, involve clinical staff (where relevant) in managing symptoms at work, medication reviews and supporting rehabilitation needs e.g. social skill development, budgeting, travel training etc.
- To prepare individuals for a return to work by supporting service users to understand their skills, aspirations and goals through vocational profiling and action planning.
- Focus on rapid job search with the service user, whilst utilising local support networks to help them overcome their barriers to employment.
- Source job opportunities for service users through tailored job search and regular contact with employers.
- Spend time getting to know local employers, to negotiate job opportunities that meet individual strengths, needs, abilities and preferences.

- When placing service users with employers, ensure that the quality of work environments is explored, including potential for workplace adjustments that will accommodate individual strengths, skills symptoms and coping skills.
- To develop effective working relationships with a range of external agencies who might be better able to help individuals achieve their employment goals, for example, local colleges, training providers and external supported employment services.
- To be responsible for the organisation of and facilitation of courses/workshops for the Recovery College focusing on employment service and information topics including topics such as preparing and returning to work.
- To work with and have knowledge of the benefit system to be able to signpost and develop collaborative working relationships with organisations that provide benefit advice. including DWP.
- To provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategy and ongoing contact with the employer to ensure job retention.
- To provide individualised support to service users once they have returned to work to assist them in sustaining employment.
- To maintain a professional relationship with the service users of the programme and with key internal and external stakeholders, with particular attention to confidentiality and the maintenance of boundaries.
- To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation.
- To undertake mandatory training as required, including training in the IPS approach.
- To actively participate in own continuous professional development.
- To ensure that all relevant policies are implemented and adhered to, such as information governance, safeguarding etc.
- To regularly collect and promote service user employment recovery stories.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the postholder.

PERSON SPECIFICATION

Band: 5		
Criteria for Selection	**Essential Requirements**	**Desirable Requirements**
Knowledge Requirements	Knowledge of disability and special needs issues, policies and legislation in relation to employment. Good understanding of the principles and practice of supported employment.	Knowledge of employment law. Knowledge of IPS principles and approach.
Qualifications - Academic/Skills/Professional	Educated to degree level, or equivalent (vocational experience/training/or other qualifications).	Mental First Aid qualification.
Further Training or Job-Related Aptitude and Skills	Able to use IT and tools such as MS Word, PowerPoint and Excel. Understanding of relevant policies and procedures, equalities legislation acquired through relevant training and experience. Excellent written and verbal communication skills, tailored to a variety of audiences. Excellent coaching and active listening skills. Able to work independently and use initiative to think quickly on the spot in different, and often challenging, situations. Can effectively manage time to meet deadlines while maintaining high standards.	Trained in IPS approach. IAG – Information Advice and Guidance.

	Maintain effective and organised administration systems.	
Experience	Experience of working in supported employment service and/or equivalent experience. Experience of working with people with mental health problems or a similar service user group.	Experience of partnership working negotiation and liaison with other agencies. Experience of opening job opportunities with a range of employers.
Personal Qualities	Capability to be warm and empathetic whilst respecting professional boundaries. Belief that people with mental illness can gain and sustain meaningful work. Instil hope and empower others to own their experience and choices. Resilient and tenacious to not give up despite setbacks and frustrations.	
Contractual Requirements	Ability to travel independently between sites and to regional meetings.	