

JOB DESCRIPTION

POST TITLE: Employment Specialist, IPS Employment Service

BASE:

BAND: 5

LINE MANAGER:

PROFESSIONAL ACCOUNTABILITY: IPS Service Leads / IPS Team Lead

OUR VISION AND VALUES

Our Trust's vision is 'To be recognised as the leading community and mental health service provider by our staff, patients and partners.'

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

JOB SUMMARY

This post is full time as an Employment Specialist within Berkshire Healthcare's Individual Placement and Support (IPS) employment service team.

The Employment Specialist will join an IPS team working under the direction of the IPS employment service Team and Service leaders to deliver IPS as a vital contribution to recovery for clients of specialist mental health services across Berkshire. You will be a core part of your clinical teams you'll manage a caseload of up to 20 people at any one time. These will be people who have severe mental health issues and are unemployed or struggling to retain work due to their mental health issues.

You will follow the IPS approach, for which training will be given. Working directly with all relevant stakeholders – including clients, clinicians, consultant psychiatrists, primary care networks (PCNs), and employers, Job Centre Plus, and other employment support providers – you will aim to enable most of your clients to gain, sustain or retain paid employment.

RESPONSIBILITIES

1. Motivate and support a caseload of a maximum of 20 clients at any one time who are currently unemployed or struggling to retain employment and receiving support from specialist mental health services.
2. Build the profile of employment within clinical teams and raise expectations about the ability of clients to access and benefit from paid work.
3. Integrate fully within clinical teams to promote the IPS service. Take responsibility for this, including by attending regular multidisciplinary team meetings, to generate/discuss new referrals and feedback on clients' progress and success stories to the wider team.
4. Attend clinical appointments with IPS clients to ensure that employment is part of their recovery and treatment pathway.
5. As an IPS team member, provide other staff with advice in relation to the employment needs of their clients. This could be achieved by taking part in IPS information drop-in sessions for staff, holding events which promote the service to a wide range of clients or signposting to other support agencies/ services.
6. Be responsible for organising and facilitating training on the IPS service for the wider teams you work in.
7. Keep up to date with information on employment, labour market issues and local services, sharing with team members to inform clients.
8. Build a multidisciplinary approach to employment support. For example, involve clinical and support staff in supporting clients to manage symptoms at work, undertaking medication reviews and supporting rehabilitation needs e.g. social skills development, budgeting, travel training etc.
9. Engage effectively with clients, building hopeful and empowering relationships, aimed at increasing individual confidence and self-belief.
10. Support clients to understand their skills, aspirations and goals through employment profiling and action planning.
11. Complete employment profiles and effective actions plans to enable clients to identify their desired job match based on individual preferences, work history, education, transferable skills and needs.
12. Develop and deliver a range of practical support/services to meet client's needs, including career guidance, CV preparation, individual coping techniques and practical assistance in finding and securing work.
13. Assess the individual's work-related support needs e.g. travel to work, purchase of new/appropriate clothing as required.
14. Directly coach clients in the lead-up to and during employment – including attending job interviews where appropriate, and in the early stages of employment, developing their skills and offering career guidance.
15. Regularly complete employment engagement activities such as sourcing meaningful paid job opportunities for clients through rapid, tailored job search and regular contact with employers. Spend time getting to know local employers, to identify and negotiate job opportunities in the hidden labour market that meet each client's strengths, needs, abilities and preferences.
16. Take initiative 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.
17. Provide individualised in-work support plans to enable individuals to identify self-management strategies, as well as support that can be provided by their employment specialist and health

professionals. This will include natural supports in the workplace, personal support networks and other agencies where relevant.

18. Support clients who are struggling to retain work or whose jobs may be at risk due to their mental health (whether currently in the workplace or on sick leave). This could be through supporting with meetings and discussions with managers, occupational health departments and HR departments.
19. Develop effective working relationships with a range of local external agencies who may be able to offer additional support to clients - for example local colleges, training providers, JCP/DWP and external supported employment services.
20. Meet and exceed targets – referrals, numbers of clients accessing support, and job outcomes.
21. Take part in and contribute to IPS employment service team activities, regular meetings and internal and external fidelity/quality reviews.
22. Engage in regular supervision with the IPS line manager.
23. Maintain a professional relationship with clients and clinical colleagues, with particular attention to confidentiality and maintaining boundaries.
24. Record information and data accurately, including numbers of job outcomes and contacts made with employers. Collate appropriate data and case studies to support the ongoing development of the service.
25. Participate in BHFT administrative and clinical data capture systems which record the progress of individuals and keep accurate and complete records of casework.
26. Work flexibly as required by the individual and the employer which may require some working out of normal office hours.

GENERAL

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

BEHAVIOURS

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

LOCATION/MOBILITY

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

FLEXIBILITY

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

DATA PROTECTION ACT

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

INFECTION CONTROL

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

CONFIDENTIALITY

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

DATA QUALITY

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

CLINICAL GOVERNANCE

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.



SMOKE FREE

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

PERSON SPECIFICATION

CATEGORY	ASSESSMENT METHOD (v)		
	Application Form (E/D)	Interview (E/D)	Selection Tool (E/D)
<p>Education/qualifications/training</p> <p>Degree or equivalent experience</p>	E	E	
<p>Continuous professional development</p> <p>A good understanding of the principles and practice of supported employment</p> <p>Trained in the IPS approach</p> <p>Additional employability/careers counselling qualification, such as:</p> <ul style="list-style-type: none"> Level 3 Diploma in Employability Services Sector Qualification QCF in Advice & Guidance (Level 3) 	D	D	
<p>Previous experience</p> <p>Experience of working with and supporting people who have mental health issues (or other unemployed disadvantaged groups) into employment</p> <p>Experience of supporting individuals on a one-to-one basis</p> <p>Experience of carrying out assessments (eg vocational, health, occupational)</p> <p>Experience of partnership working, negotiation and liaison with other agencies</p> <p>Experience of opening up job opportunities with a range of employers</p>	E	E	

CATEGORY	ASSESSMENT METHOD (v)		
	Application Form (E/D)	Interview (E/D)	Selection Tool (E/D)
Experience of working alongside clinical teams within mental health	D	D	
Proven experience of meeting and exceeding outcomes and targets	E	E	
Knowledge, skills and abilities			
Able to demonstrate empathy, tenacity and hope when working alongside people with severe mental health issues	E	E	
Knowledge of policy, practice and legislation in relation to employment, disability, equalities and mental health	E	E	
Good numeracy and information management skills	E	E	
A high level of perseverance; committed to seeing plans through to their conclusion within agreed timescales	E	E	
Excellent motivational, communication and listening skills; able to build rapport and trust with a range of people, especially clients and employers	E	E	
Well organised and confident working independently with own caseload and using initiative to identify and make the most of new opportunities	E	E	
Able to collaborate successfully within a mixed-disciplinary team	E	E	
Good knowledge of the local employment market	D	D	
Understanding of work-related benefits	D	D	
Understanding of successful job search strategies – eg creating a compelling CV, presenting clients to hiring managers, preparing for interviews	D	D	

CATEGORY	ASSESSMENT METHOD (v)		
	Application Form (E/D)	Interview (E/D)	Selection Tool (E/D)
Able to use Microsoft packages to advanced level	E	E	
Additional requirements			
Ability easily to commute to different localities across Berkshire	E		
Personal experience of mental health issues	D		

December 2022