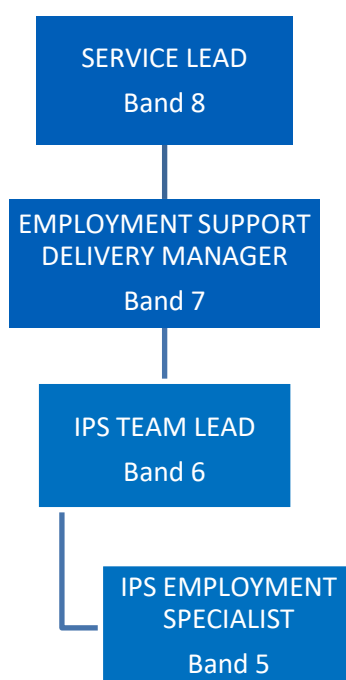


Together we are Mersey Care

AFC Reference:	CORP/0595
Job Title:	IPS Employment Specialist
Band:	5
Division/Service:	Corporate
Accountable to:	Employment Specialist
Reporting to:	IPS Team Leader

Organisational chart:



Job purpose:

The Employment Specialist will join an Individual Placement and Support Team (IPS) working under the direction of the IPS Employment Services Manager to deliver IPS as part of the holistic recovery plan for mental health service users.

The post holder will work directly with employers to secure employment opportunities for people who have experienced mental health problems and subsequently provide ongoing support depending on employee's and employer's needs. The aim will be to enable people who have experienced mental health problems to gain and retain paid employment.

Additionally, the post holder will work directly with all relevant stakeholders: the service user, Employment Specialist colleagues, community staff, Consultant Psychiatrists and employers – the aim is to enable the majority of the service users on the caseload to gain and retain paid employment

Duties and responsibilities:

1. The Employment Specialist will be required to manage a caseload of between 20-25 people at any one time of service users that have experienced severe mental health issues and are either currently unemployed or to support individuals to retain their current employment.
2. The Employment Specialist will be expected to deliver the IPS approach, working directly with all relevant stakeholders.
3. The Employment Specialist will maintain a professional relationship with the service users of the IPS service, key internal and external stakeholders, with particular attention to confidentiality and the maintenance of professional boundaries.
4. To adhere to mandatory administrative and data capture protocols when recording the progress of individuals. To keep accurate and complete records of casework, using the appropriate electronic clinical notes systems
5. To act independently, using own judgement, knowledge and initiative to develop and understanding of the needs and potential career aspirations of job seekers.
6. The Employment Specialist will support service users to gain and retain paid employment, meeting the KPI targets of 2 new job starts per month
7. To sensitively gather information, to develop a shared vocational profile and an agreed Job Notion or Curriculum Vitae, for each individual job seeker. On occasion complex, sensitive and contentious information will need to be provided and/or received. To deal with sometimes emotional and distressing behaviour and difficult situations and circumstances.

8. To commence rapid job search within 30 days of receiving a referral for a service user, whilst utilising local support networks to help them overcome their barriers to employment.
9. To research the labour market and spend time getting to know local employers in order to negotiate job opportunities that meet everyone's strengths, needs, abilities and preferences. Meeting KPI target of 6-8 quality employer contacts each week
10. It is the responsibility of the Employment Specialist to source meaningful paid job opportunities for service users through tailored job search and regular contact with employers. Spend time getting to know local employers, in order to negotiate job opportunities in the hidden labour market that meet each individual's strengths, needs, abilities and preferences.
11. It is the responsibility of the Employment Specialists to undertake job analyses and workplace assessments, 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.
12. To provide specialised advice to employers concerning employment to job seekers with a range of different clinical needs.
13. To provide specialist 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.
14. To develop workplace introduction strategies together with a comprehensive package of individualised support to service users once they have returned to work.
15. To provide individualised support to service users once they have returned to work to assist them in sustaining employment.
16. To appropriately monitor the longer-term career development of individuals supported into employment offering ongoing input as required.
17. Build relationships with clinical teams to generate referrals and create collaborative working partnerships with clinicians where employment support is integrated into mental health treatment.
18. Build a multi-disciplinary 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.
19. With appropriate consent, to communicate and liaise with carers, families, employers and other professionals on behalf of the service user as required.
20. Employment Specialist will ensure all mandatory training is completed and up to date. Additional training will be offered and with the expectation that all staff will complete all role specific training provided by external organisations.
21. The post holder will make themselves familiar with their obligations under the Health and Safety at Work Act, always ensuring their safety and the safety of others.
22. To ensure that all relevant policies are implemented such as information governance, safeguarding etc.
23. To regularly collect and promote service user employment recovery stories.

24. The post holder will be involved in highly innovative positive approaches designed to challenge assumptions and discriminative recruitment practices
25. To provide cover/support to localities with high levels of referrals, complex cases, or where there is a disruption to service due to illness or vacancies.

Responsibilities for all staff:

All post holders will agree to:

1. **Commit to Mersey Care's vision** of being a leading organisation in community services, mental health care, addiction services, and learning disability care, fully utilising their skills and experience to support Trust objectives.
2. **Role model the Trust CARES Values** – Continuous Improvement, Accountability, Respectfulness, Enthusiasm, Support – including Civility & Respect in all interactions with colleagues, service users, families and carers, and external stakeholders.
3. **Challenge stigma** associated with mental health, learning disabilities and difficulties.
4. **Uphold and protect the reputation of Mersey Care**, ensuring actions and behaviours reflect the values and standards of the Trust at all times.
5. **Comply with the Duty of Candour**, volunteering all relevant information when harm may have occurred, and **work across professional and organisational boundaries** to improve services.
6. **Value and promote the voice of service users**, patients, families and carers in shaping and improving care.
7. **Maintain their knowledge and develop new skills**, ensuring professional competence is sustained and enhanced.
8. **Observe statutory duties** to safeguard and promote the welfare of adults and children.
9. **Actively contribute to an inclusive culture**, ensuring all individuals feel valued, respected and empowered to share their perspectives.
10. **Commit to Mersey Care's mission of being an actively anti-racist health care provider and employer.**
11. **Take responsibility for accurate, timely data collection and recording**, ensuring personally identifiable information is protected and used appropriately.
12. **Operate within organisational codes of practice**, professional standards, health and safety legislation, and all Trust policies and procedures.
13. **Understand and embrace the role of digital technology**, maintaining sufficient digital skills and supporting service users in a digital environment.
14. **Comply with the NHS Constitution** in relation to the staff responsibilities it sets out.
15. **Support and promote a Restorative Just and Learning Culture**, including:
 - Attending the one-day Just & Learning and Civility & Respect workshop.
 - Acting as an ambassador for Civility & Respect and Just & Learning Culture within their team.
 - Participating in Just and Learning Culture events and activities.
 - Sharing updates and information with colleagues.
 - Creating an open, safe environment where concerns can be raised respectfully.
 - Supporting colleagues to escalate concerns about safety and quality to senior leaders.

- Speaking up when witnessing incivility (#iwillsspeakup).
- Listening to others' concerns and working collaboratively to improve civility and respect.

This job description provides an outline of general activities and is not exhaustive. It will be reviewed as the Trust's needs change, in consultation with the post holder.

Person specification

The person specification sets out the qualifications, experience, knowledge, skills and values required for this role.

	Essential criteria	How this will be assessed (i.e., application form, interview, presentation, assessment)	Desirable criteria	How this will be assessed (i.e., application form, interview, presentation, assessment)
Qualifications:	Educated to degree level or equivalent or demonstrable experience	• application	Level 3 Diploma in Employability Services Sector Trained in IPS Delivery Model Mental Health First Aid qualification NVQ level 3 in Care or Learning Disability related Knowledge and understanding of teaching principles., Training in: Training in Systematic Instruction Counselling Person Centred Planning Adult education/training Sales & marketing	• application

Experience/Knowledge:	• Experience of working with people with complex mental health needs or a similar service user group • Knowledge and experience of recovery and social inclusion principals • Experience of utilising IT systems • Experience of working within diverse communities • Ability to engage with employers across all industries using a variety of methods • Understanding and experience of working across a range of recruitment/ employment sectors • Understanding of employment and challenges/barriers for people with	• Application/interview	• Experience of working in supported employment services • Understanding of principals and practices of the Individual Placement and Support model (IPS) • Experience of caring for someone experiencing mental ill health • Personal experience of using mental health services • An understanding of self employment or business start up	• application
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	complex mental health needs • Knowledge of disability and special needs issues, policies and legislation in relation to employment. • Knowledge of the labour market and a demonstrated understanding of 'market positioning • Understanding of financial implications between benefits/pay structure and advising service user's accordingly			
Skills:	• Naturally interested in and energised by working with and talking to people • Non-judgemental and trustworthy • Passion and drive to make a positive difference to people's lives	• application	•	•

	• Belief that people with mental illness can gain and sustain meaningful work • Responds positively to failure and is able to translate it into a valuable learning experience • Patient and empathetic to others' situations without imposing own experiences or beliefs onto others • Ability to work unsupervised • Ability to listen and make grounded judgements • Ability to use tact and diplomacy and negotiation skills when dealing with and seeking to new employers • Reaching shared agreement, effective group/meeting skills • Ability to learn and assimilate quickly into a variety group of situations • Ability to keep effective records both verbal			
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	and written in a timely and accurate fashion			
Values:	• Continuous improvement – committed to making improvements to our services for the benefit of all. • Accountability – taking ownership to anticipate, develop and deliver high quality care. • Respect – how we treat others in an inclusive and supportive way. • Enthusiasm – demonstrate our passion and pride for what we do and how we do it. • Support – actively supporting others with compassion and courage. • Responsive to service users • Engaging leadership style	• Interview • Interview • Interview • Interview • Interview • Application		

	• Strong customer service belief • Transparency and honesty • Discreet • Promotes respect and dignity at all times • A demonstrable commitment and clear motivation to work closely with people who find themselves severely marginalised and excluded from mainstream community			
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