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| **Job Title:** | IPS Employment Specialist |
| **Section:** | Individual Placement and Support (IPS) |
| **Location:** | London Borough of Bromley |
| **Hours:** | 37.5 per week |
| **Responsible to:** | IPS Team Leader |

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| **Role Summary:** To assist in securing sustainable paid employment for a caseload of clients with mental health support needs. To build positive relationships with local employers to identify job opportunities for clients. To work in partnership with clinical teams and mental health hubs, maintaining positive relationships with colleagues to enable a holistic approach to recovery through employment. |

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| **Key Responsibilities:** * Manage a caseload of around 20-25 clients who have Mental Health support needs, who are motivated to start/return to paid work.
* Deliver the individual Placement and Support (IPS) approach for which training will be given (the Eight Principles).
* Meet and support clients through regular meetings to understand their key skills, aspirations and goals through completing a Vocational Profile and produce an Action Plan to help them obtain and sustain competitive employment. This includes support with their job search, CV production, application forms, interview techniques and career development.
* Assess client’s support needs related to work, which may include benefits calculation and discussions of mental health symptoms with employers.
* Attend weekly clinical team meetings as an embedded IPS practitioner.
* Source job opportunities for clients through tailored job search and regular contact with local employers, exploring hidden, as well as advertised, employment opportunities.
* Provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategies and ongoing contact with the employer to ensure job retention.
* Once employment has been secured, continue to provide quality service through conducting regular visits, effective monitoring and providing individual in-work support to clients and employers, helping to sustain employment.
* Support people at risk of losing their job or off sick to retain their employment.
* Meet and exceed job outcome targets for clients.

**Relationship Building Management:** Establish positive and integrated relationships with clinical teams, employers and other service providers. This includes:* To act as a **champion** to promote Employment Support within Oxleas NHS Foundation Trust and Mental Health Hub.
* Build a multi-disciplinary approach to the return to work. For example, involve clinical staff (where relevant) in managing symptoms at work, managing conflicts and medication reviews.
* To build and maintain employer relationships and maintain the employer engagement database.
* Arrange regular meetings with clients to monitor and review progress pre- and post-employment.
* Spend time getting to know local employers to negotiate job opportunities that meet each individual’s strengths, needs, abilities and preferences.
* To challenge inequalities experienced by clients and address existing discrimination, whilst ensuring a process of learning for the organisation.
* Work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the workplace – this can include exploring ‘job carving’.
* To develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals. This may include local colleges and training providers.

**Training and Development:*** To undertake mandatory training as required by Oxleas NHS Foundation Trust policy.
* To undertake training required by South East London Mind.
* To undertake training in the Individual Placement and Support approach.

**Other:*** To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework and job outcomes
* To work independently, reliably and deliver consistently to deliver effective IPS practice.
* Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation.
* To co-produce service development with clients where possible.
* To collect employment recovery stories from people accessing the service.
* Ensure that all relevant policies are implemented such as information governance, safeguarding etc.
* Work flexible hours as required.
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| **General Responsibilities:*** Work in line with SEL Mind’s [Purpose, Vision, Values and Aims](https://selmind.org.uk/about-us/who-we-are/)
* Positively represent SEL Mind, both internally and externally, and promote our work
* Comply with SEL Mind’s policies and quality frameworks
* Promote understanding, awareness and positive attitudes towards mental health and dementia
* Promote equity, diversity and inclusion
* Attend and actively contribute to individual supervision and training sessions, team meetings and organisational events
* Perform other duties appropriate to the role
* Support, encourage and engage active service user and carer participation wherever possible
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