



JOB DESCRIPTION

Job evaluation ref number:

Job Title: Employment Specialist

Reports to (post title): Senior Employment Specialist / Team Leader LMHT

Evaluated Banding: Band 5

Role Purpose:

To assess, provide guidance and support to people who have experienced mental health problems in exploring their interest and capacity for employment under the supervision of the team leader

To have an individual caseload of people who have experienced mental health problems and wish to return to employment using the Individual Placement and Support approach

To proactively engage work with employers to open up and secure employment opportunities for this client group.

To meet Key performance indicators and targets as defined by NHS England

Role Context:

The role of the Employment Specialist is integrated with a Local Mental Health Team and works alongside care coordinators, being responsible for those service users who want to gain employment

The Employment Specialist undertakes in- depth assessments / vocational profiles of the individual's employment needs and abilities, developing an employment action plan whilst liaising with the care coordinator.

Trust Values

All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:

Trust Honesty Respect Compassion Teamwork

Key Accountabilities

To manage individual caseload of people who have experienced mental health problems that want to access employment opportunities and want to return to work.

To prepare individuals for employment by assessing their specific employment needs through vocational profiling under supervision of the team leader.

To assess individuals, work related support needs.

Performance Measures

Appropriate service for service users is provided in accordance with team's standards.

Appropriate assessments undertaken.

To meet regularly with care coordinators to coordinate and integrate vocational services into mental health services. To provide personalised ongoing support to individuals once they have secured employment and to assist them in sustaining their employment. To proactively engage and work with employers to open up and secure employment opportunities for people who have experienced mental health problems. To provide support for the employer. To review employment with service users and the employer. To provide education and support to the employer as agreed with the individual. This may include negotiating adjustments and maintaining ongoing contact with the employer. To develop relationships with other organisations that support people to achieve their employment goals. To prioritise, monitor and administer own caseload and ensure an appropriately balanced workload in conjunction with the team leader. To meet performance targets and work using the IPS principles in line with fidelity review. To meet Key Performance Indicators .	
Dimensions	
To provide employment support using the model and principles of IPS for service users who have experienced mental health problems who live in Nottinghamshire. The Employment Specialist is integrated in a Local Mental Health Team and works alongside care coordinators, being responsible for those service users who want to gain employment. To assess the service users employment needs, which includes working in the community and in the service users homes. To meet performance targets as set by NHS England .	
Safeguarding	
All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice, and support.	
Disclosure and Barring Services	

Where this post relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.

Infection Control

All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with infection prevention and control mandatory training requirements specific to their role.

Equality and Diversity

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.

Sustainability and Net Zero – Supporting Our Green Plan

The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.

Data Quality Statement

All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.

Communication

The post holder will have excellent communication skills.

Provide and receive complex and sensitive information where persuasive and motivational skills will be required and where there may be barriers to understanding and acceptance when trying to obtain suitable employment.

The post holder will communicate with Service Users and carers.

Employers - employer engagement.
Multidisciplinary Team.

Other agencies.

Other statutory and non-statutory organisations.

Present a positive image of the Trust to external agencies.

Participate in team meetings, reviews and employment meetings as required.

Knowledge, Training and Experience

Training and experience to degree level / equivalent in employment.

Experience of providing support services to people with mental health problems.

Experience of providing supported employment services to vulnerable people.

An understanding of the employment needs and difficulties of people who have experiences mental health problems.

Experience of working with employers to understand and meet their needs and the proven ability to foster and develop such relationships.

An understanding of the Individual Placement and Support model.

A good knowledge of welfare benefits and practice issues.

A working knowledge of Human Resources good practice and employment legislation in relation to supporting people with mental health needs in the workplace.

To develop relationships with both service users and employers whilst being mindful of their needs and priorities.

To have the ability to deal sensitively with individuals hopes and aspirations.

Excellent interpersonal skills and the ability to develop rapport with service users, employers and partners.

Excellent literacy skills to a standard that enables you to write reports, assist people filling out application forms and administer your own general correspondence.

To possess marketing and negotiation skills.

Employer engagement skills.

Working knowledge of a broad range of occupations and jobs and an awareness of relevant careers education and guidance resources and materials.

Team working.

Good IT skills.

Able to work creatively and innovatively within agreed time scales.

Knowledge of social inclusion. Anti-oppressive practice. Person centred approaches. Working independently and able to prioritize workload. Working with a diverse client group.
Analytical and Judgement Skills
Makes judgements on a range of HR issues. To assess individual's work-related support needs. Ability to complete vocational profiles, plan, support people into paid employment and evaluate progress. Knowledge of risk assessments and ability to identify potential risks and how to best manage the risks.
Planning and Organisational Skills
Ability to prioritise own time and caseload.
Physical Skills
Standard keyboard skills. Ability to travel across Trust sites.
Responsibility for Patient/Client Care
To manage a caseload of people who have experienced mental health problems and want to return to employment. To offer guidance and support to people in exploring their interest and capacity in employment using the Individual Placement and Support approach • To proactively work with employers to open up and secure employment.
Responsibility for Policy/Service Development
The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Notts Healthcare Trust. It is the post holder's responsibility to keep up to date with these policies and other policy documents. Implements policies in own area and makes recommendations regarding the formulation of local guidelines and Procedures.
Responsibility for Financial and Physical Resources

Personal duty of care
Responsibility for HR
Deliver a comprehensive range of HR services around employment needs and difficulties of people who have experienced mental health problems who want to access employment opportunities and want to return to work. Demonstrate own professional development to ensure continuing development in order to carry out duties competently and effectively. Participate in the Trusts appraisal scheme. Ensure all essential training is completed in a timely manner. To participate in supervision.
Responsibility for Information Resources
To use IT to create documents/reports. To use IT to support service users complete application forms and to job search. To keep accurate records within the multidisciplinary notes and to complete regular statistical returns as required.
Responsibility for Research and Development
To evaluate the quality of own (and others if appropriate) work and makes necessary improvements. To audit and evaluate service delivery. To utilise available research in their practice. To take a lead on a specific project/development issue when appropriate.
Freedom to Act
Works within clearly defined occupational policies, seeking advice from manager if required. Work is managed rather than supervised
Physical Effort
Frequent requirement for sitting or standing in a restricted position.
Mental Effort
Frequent concentration required whilst working with service users, working patterns require a high degree of concentration as daily routine is flexible – working alone in the community, attending meetings, networking and creating partnerships with employers.

Emotional Effort
There is occasional exposure to distressing and emotional circumstances e.g. service users in a distressed state seeking help with physical and mental health problems in a high state of emotion. Dealing with sensitive information on risk assessment when referrals are made to the team.
Working Conditions
Occasional exposure to aggressive and unpredictable behaviour. Expected to work alone for significant period away from base.
Organisation Chart
<pre> graph TD A[General Manager Adult Mental Health Services] --> B[Operational Manager] B --> C[Service Team Leader] C --> D[Senior Employment Specialist /Team Leader LMHT] D --> E[Employment Specialist- This post] </pre>
Our promise to you
We will ensure that you are supported and lead in line with our Trust Values: Trust, Honesty, Respect, Compassion & Teamwork Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise. We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



Signatures

After reviewing the document, please sign to confirm agreement.

Post holder:

Date:

Line Manager:

Date: