

**The role will:**

* Report to the Team Manager
* Act as a subject matter expert in the Individual Placement and Support (IPS) model to support people to access and stay in fulfilling employment.
* Uphold and participate in The Southdown Way – uphold our values and create a psychologically informed environment.

**Role Profile – Employment Specialist**

**Enable clients to find and sustain fulfilling employment through supporting clients and advocating on their behalf.**

**Key result areas:**

* Support clients to access the service by processing referrals and completing initial assessments
* Support clients to find fulfilling employment through person-centred coaching to identify goals, complete applications and overcome barriers
* Build client knowledge through signposting, resources and guidance, for example on reasonable adjustments and employment law
* Enable clients to retain employment through in-work support
* Maintain client safety by assessing and managing risk, co-creating safety plans, and de-escalating mental health crises
* Provide an excellent service through up-to-date knowledge of delivery models, employment and HR policies, and recruitment practices
* Advocate for clients by negotiating with employers
* Deliver a successful service by engaging in multiagency work: coordinate client progress and risk management
* Meet commissioner and contract requirements by aligning with the Fidelity Scale and ensuring good quality referrals
* Continuously improve the service through suggestions for service development, promoting client involvement, and acting on feedback
* Build a evidence base for commissioners and ensure compliance through record-keeping, collating feedback and developing case studies
* Develop practice through peer support and reflective practice sessions, as well as shadowing and mentoring new staff

**Measures:**

* Effective and timely risk management
* Psychological and physical safety of yourself, clients and colleagues
* Strengths-based, psychologically-informed support that achieves client aspirations and achieves service outcomes
* Positive collaboration with colleagues, clients and partnership
* Active commitment and contribution to the team and service
* Work completed to a high standard and in a timely manner
* Active commitment to professional development

**Knowledge of:**

* Employment needs and challenges for people experiencing MH issues
* The relevant framework for your service
* How to undertake risk assessments, including dynamic risk assessments, and manage risk effectively
* The principles of co-production and the personalised care approach

**Experience in:**

* Supporting clients experiencing MH challenges, including those in crisis and/or facing complex challenges
* Developing and maintaining professional joint working relationships with external, statutory and voluntary agencies
* Working in a changing, dynamic environment

An Enhanced DBS check will be required for this position

**Reporting Lines:**

**Role Profile – Employment Specialist**



We are a values-led organisation; they are at the heart of all we do. To bring them to life, we have developed a values-based competency framework. This has three levels. Below, you can find the level and a brief description of each competency required for this L1 Competency role.

**Competency Profile – Employment Specialist**

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| --- | --- | --- |
| **Value** | **Competency** | **Description** |
| **A green and white circle with a hand giving a thumbs up  Description automatically generated**We’re passionate about making a difference.  **Force for good** | **Corporate Responsibility** | Understand Corporate Responsibility principles and contribute to our social and environmental goals |
| **Ethical Decision Making** | Understand and apply ethical principles daily. Recognise ethical issues and seek guidance from managers |
| **Continuous Improvement** | Actively participate in improvement initiatives – identify opportunities to improve and contribute ideas |
| **A group of people in a circle  Description automatically generated**  **Brilliant with people**  We’re inclusive, welcoming, and compassionate. | **Emotional Intelligence** | Use emotional intelligence to manage emotions and work positively with others |
| **Communication and Stakeholder Management** | Convey information clearly and build positive relationships |
| **Customer Focus** | Understand and address routine customer needs by listening actively and showing willingness to help |
| **A pink circle with a symbol of a ear  Description automatically generated**  **United**  Together, we can achieve so much more. | **Teamwork** | Actively contribute to team activities and support collective efforts by communicating effectively |
| **Inclusivity** | Value diverse perspectives, contribute to an equitable team culture and support inclusive practices |
| **Shared Vision** | Understand the organisation’s vision and actively support its communication and implementation |
| **A logo of a heart and a hand  Description automatically generated**  **Trustworthy**  We’re knowledgeable & act with integrity | **Reliability** | Consistently deliver on commitments, on time and to a high standard |
| **Transparency** | Consistently demonstrate openness, share relevant information and contribute to a culture of trust. |
| **Personal Accountability** | Reliably complete tasks, accept responsibility for actions, learn from mistakes and seek feedback |
| **A blue circle with two hands in it  Description automatically generated**We listen, learn and adapt.  **Responsive** | **Problem Solving** | Address straightforward issues by applying logical reasoning to find solutions and adapting to change |
| **Judgment and Decision Making** | Follow established guidelines and seek guidance for more complex decisions |
| **Planning and Organising** | Effectively manage own tasks and responsibilities by prioritising work and using organisational tools |

**Noted and Agreed:** I agree to undertake the role and competency profile as part of my job responsibilities.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_