



**Good
Work**



South
Yorkshire
Housing
Association



JOB DESCRIPTION

JOB TITLE	Employment Specialist
Salary Grade	3F £22,925 - £24,386 per annum
Hours	37 hours per week (including some weekend and evening working)
Department	LiveWell
Responsible To	Work and Wellbeing Manager
Responsible For	n/a
Cover For	Employment Specialist
Cover By	Employment Specialist
Liaising With	NHS staff and teams, Work and Wellbeing customers, Health and Wellbeing Coaches, employers, partners, statutory services and host organisations.

Main Purpose

The Employment Specialist will work within NHS secondary mental health teams and other various locations to help support customers with complex needs move into employment. Following an IPS employment model, that follows a 'Place then Train' approach Employment Specialists will support customers with complex needs to gain employment.

The Employment Specialist will undertake rapid job search with customers (within first 30 days of being on the programme), they will develop links with the JC+, employers and learning providers to source individualised employment opportunities for customers. They will coach customers in important work skills and provide up to 13 weeks of in-work and in-learning support to sustain outcomes.

The Coach will use strengths-based approaches, such as motivational interviewing, to help customers identify and achieve their employment aspirations.

MAIN TASKS AND RESPONSIBILITIES

- To effectively maintain a caseload of customers ensuring their attendance at regular one to one support sessions. Offer appropriate information, advice and guidance to help overcome their barriers to employment, including signposting to relevant support agencies and partners.
- Devise and monitor the customer's job search plan and set SMART targets at each review stage.
- Support the customer when in employment for up to 13 weeks and track their progress regularly.



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- Ensure that detailed participant records are maintained using the database and that hard copy documentation is held.
- Deliver employability coaching and other relevant training as required.
- Achieve start profile targets as well as job outcome targets to meet the overall contract target for employment. Ensure that job outcome evidence requirements are met to support any financial/performance claims made by Work and Wellbeing.
- To account manage the long term relationships with employers and to create effective relationships with the local business community, public, community and voluntary sector organisations in order to secure job placements and employment opportunities.
- Provide support to employers who offer employment opportunities to our customers, ensuring that they are able to support employees with complex needs.
- To motivate customers, to ensure continual engagement and to ensure that customers are equipped with the necessary skills and knowledge to move into sustainable employment.
- Attend team meetings within host organisations and share best practice and learning across host organisations and partners.
- To complete paperwork and to ensure that customers files are maintained in line with contractual and quality compliance requirements.
- To conduct health and safety risk assessments in employment provider organisations and to ensure that providers are aware of their responsibilities to the customer in terms of health and safety and equal opportunities.
- To update information on the Work and Wellbeing management information system as required by contractual and quality standards.
- To adopt a coaching/motivational interviewing and an assets based approach when supporting customers
- To maintain up-to-date knowledge of the local labour market and sector developments.

OTHER AIMS FOR THE POST

- Maintain up-to-date knowledge of issues, trends, policy developments and legislation relating to health, care, wellbeing and employment.
- To take part in any training course relevant to the post.
- To work in accordance with the Diversity Policy.
- To work in accordance with the Health and Safety policy and associated procedures.
- Undertake any additional tasks as reasonably required by your line manager.
- To work within and promote the values, promises and policies and procedures laid down by Work and Wellbeing and be involved in the development and review of policies and procedures as required.



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- To attend supervision and appraisal meetings as specified by the post holder's line manager and to take part in any training deemed relevant to the post.
- To promote the diversity strategy and policy in all aspects of service delivery.

MISCELLANEOUS/SCOPE

- Any other duties as required by the partner or the Programme.



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CONDITIONS OF SERVICE

JOB TITLE	Employment Specialist
Salary Grade	3F £22,925 - £24,386 per annum
Hours	37 hours per week (including some evenings and weekends)
Leave	27 days annual leave, plus 8 statutory Bank Holidays and 4 additional days at Christmas, Easter, Spring and August Bank Holiday (pro rata if temporary or part time). The leave year runs from 1 April to 31 March.
Pension	You are eligible for membership of the Association's contributory pension scheme which is the Social Housing Pension Scheme (SHPS) subject to the trust deed and rules of SHPS. For more details please contact the HR Department.
Unions	SYHA recognises UNITE and UNISON, with whom the Association has entered into an agreement where union members have negotiating rights in relation to conditions of service.
Car Allowance	This post does attract essential car user allowance.
Job Share	The post is open to job share.
Location	South Yorkshire, Derbyshire, Nottinghamshire and surrounding areas.
No Smoking	SYHA operates a no smoking policy within all our offices.



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PERSON SPECIFICATION

JOB TITLE Employment Specialist

Criteria	Essential
Impact on Others	<ol style="list-style-type: none"> 1. Ability to communicate effectively with a wide range of people. 2. Ability to engage and communicate well with employers. 3. Ability to work in a multidisciplinary team and work under own initiative. 4. Ability to adopt a coaching/motivational interviewing approach to support customers. 5. Ability to engage hard to reach groups. 6. Ability to support customers to achieve employment outcomes in line with SYHA’s minimum performance standards and delivery profiles
Motivation	<ol style="list-style-type: none"> 7. Ability to work on own initiative and organise caseloads. 8. Ability to liaise effectively with people at all levels both internally and externally.
Values	<ol style="list-style-type: none"> 9. Demonstrable commitment to BBO values. 10. Commitment to equality and diversity. 11. Openness to challenge and confidence to challenge others.
Professional Know-How & Qualifications	<ol style="list-style-type: none"> 12. Good knowledge of the employment system e.g. JC+ processes. 13. Ability to navigate the employment system. 14. Experience working to an outcome-based model achieving ambitious targets. 15. Ability to collect and report on data accurately. 16. Coaching/Motivational Interviewing qualification or experience. 17. Excellent data, IT and literacy skills.
Problem Solving	<ol style="list-style-type: none"> 18. Ability to adjust approach/plans depending on customer needs. 19. Ability to manage difficult situations relating to programme activity.
Work Related Circumstances	<ol style="list-style-type: none"> 20. Ability to use a wide range of IT packages such as Microsoft Word & Excel, Outlook, PowerPoint and Access. 21. Ability to manage a complex high need service ensuring that appropriate support is provided to customers. 22. Ability to respond well to performance-based management, achieving targets to positively impact the program. 23. Full UK driving licence is desirable.