

**JOB DESCRIPTION**

Employment Specialist

**Days**: Monday to Friday

**Hours**: 35 hours- core hours to be agreed

Evening work on occasion

**Start date:** By negotiation

**Reporting to:** Tower Hamlets IPS Team Leader

For more information on the IPS model, please visit: <https://www.youtube.com/watch?v=gN13LHcZ0XU&list=PLrVQaAxyJE3dk0XbY4RSOz5i46v9-wk-E&index=1>

You can also visit the IPS Grow website here: <https://ipsgrow.org.uk/>

If you are interested in having an informal chat about the position, please contact Emily, IPS Team Leader at **Emily@wwtrust.co.uk**

**Who we are:**

Founded in 1992 by a group of mental health professionals, Working Well Trust was established to address the issue of low employment rates for people who have experienced mental health issues.  Since starting we have seen advances in the specialist support offered to people seeking employment and a change in cultural attitudes towards mental health.

In the last few years we have adapted this approach to work with people with Autism (ASD), people with learning difficulties, or complex issues including homelessness or addiction.

We focus on four main areas:

**Employment Support** – offering support that meets the individual’s needs using both the traditional stepped approach and the Individual Placement and Support (IPS) model.

**Employer support** – enabling the recruitment and retention of their employees.

**Social Enterprises** – we offer training within social enterprises for people who want to gain a new skill, increase their confidence and be part of a team.

**Business and Enterprise support** – providing one to one advice to clients who wish to start up or expand an enterprise.

**Co-production** - Working Well remains committed to the principles of the recovery model and continuously improve its services through co-production.

**What you will be doing:**

Working with clients who have experienced mental health problems to find and sustain employment according to the principles of Individual Placement and Support.

**Your focus:**

**General**

1. Manage a caseload of 20-25 clients affected by mental health issues to secure and sustain paid employment
2. Working towards project targets, covering job outcomes, job sustainment and weekly employer contacts
3. Discuss and provide support to clients around disclosure of mental health problems to prospective employers
4. To support clients prior to or when in work by providing information on permitted working, work allowances under Universal Credit, better-off calculations and budgeting
5. To work collaboratively with WWT Peer Specialists and other teams in Working Well Trust
6. To work with key stakeholders including the DWP, job brokerage agencies and training providers
7. Actively participate in team meetings, individual supervision, case discussions, training and performance appraisals

**Employer relations**

1. Spend time developing long-term working relationships with employers to promote the service, identify job opportunities relating to client preferences, and ensuring appropriate strategies are in place to reduce barriers in the workplace
2. Provide 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

**Mental health services**

1. To maintain a regular working presence as a member of the mental health team; building relationships with colleagues to engage and generate referrals and create collaborative working partnerships with clinical staff (promoting employment as a positive intervention in the recovery journey)
2. Participate in weekly clinical team meetings and communicate individually with mental health team members in order to coordinate services and keep employment on the agenda

**Job sustainment**

1. Provide individualised follow-along supports to assist clients in maintaining employment, including frequent in-person supports during the first month of a new job and at least monthly after or as desired by the client
2. Deliver actions to promote job retention, such as meeting with the employer to negotiate reasonable adjustments in order for a return to work to be achieved and mediating in cases where there is potential or actual conflict between the employer and employee (i.e the client)