

Application Pack

Job Title :	Employment Specialists – Work in Mind
Location :	Hastings Lewes and The Havens
Hours :	30-37 hours per week (Tell us at interview how many hours you're interested in.)
Salary :	Starting salary : £23,713 per year, pro rata* Rising to : £24,486 per year, pro rata* Top of the scale : £25,297 per year, pro rata*
Closing Date :	17 th October 2021
Interview Date :	26 th October 2021

Further Information

- All salary scales at Southdown include several points. This recognises the value of staff who we believe generally develop their skills through experience within the job and the Association. New staff are usually appointed at the bottom of the scale with further increments awarded in April with each year of service, until the top of the scale is reached.
- This post requires you to be a driver with access to a car for work
- Plus £1000 essential car user allowance per year, pro rata

*based on 37 hours per week

JOB DESCRIPTION

Job Title	Employment Specialist
Accountable to	Team Manager

MAIN PURPOSE OF JOB

Working within Sussex Partnership Foundation Trust's Recovery Teams (formerly Community Mental Health Teams) or Early Intervention Team, to support people who have experienced mental health problems to gain/retain employment, mainstream education or voluntary work

To work directly with employers to secure employment opportunities, and subsequently to provide ongoing support according to both the employee's and the employer's needs

To hold specific responsibility and autonomy for the delivering of contract performance targets within an allocated Recovery Team

To promote contracted services, the Individual Placement and Support model and Southdown to external agencies and the wider community

MAIN TASKS

- To act as a champion to promote Employment support within the Sussex Partnership Foundation NHS Trust and as an important complimentary role to the work of Recovery Teams
- To be integrated within an allocated Recovery Team/Early Intervention Team as an Employment Specialist, working with the care coordinators to identify clients who could gain or retain employment, education or volunteering.
- To meet regularly with care coordinators to integrate vocational services into mental health treatment.
- To liaise with the inpatient units to provide Employment support to help maintain people in work during periods of hospitalisation.
- To implement the 8 Key principles the 'Individual Placement and Support Model' and the Mental Health 'Recovery Model' into all aspects of the service.
- To manage a case load of people who have are experiencing mental health problems (c25 clients at any one time) prioritising your own workload.
- To work with each client through the implementation of Southdown's five stage 'Employment Framework' with paid employment as the key target and goal.
- To provide Retention support to clients to support them to maintain their employment, this includes liaising with employers and providing further advice and training if required on reasonable adjustments and mental health within the work place.
- To incorporate and undertake financial assessments at all stages of support using Southdown's 'Financial Benefit Toolkit'
- To engage and assess each client and devise an Employment Plan including vocational profiling and assessing work related support needs.

- To maintain a professional relationship with clients and other staff, paying particular attention to confidentiality and the maintenance of boundaries. To discuss the issue of disclosure to employers, respecting the clients' decision and choice.
- To offer on-going in work based support to individuals once they have secured employment to assist them in sustaining that employment, increase hours or achieve promotion.
- To provide education and support to employers to open up and secure employment opportunities for people who have experienced mental health problems.
- To develop good working relationships with other organisations that can provide specific opportunities to help individuals achieve their employment goals i.e. colleges and training providers.
- To provide outreach services to individuals as necessary when they appear to disengage from the service. To maintain some contact with individuals, even without a vocational focus if necessary, to sustain engagement.
- To work collaboratively with other Employment Specialist colleagues using a team based approach providing cover across the Trusts Recovery Teams.
- To develop excellent partnership working relationships with the Trust team that you are integrated within, ensuring that you work closely with the named Vocational Champion, receive clinical support and attend team meetings promoting employment.
- To manage administrative systems that record the progress of individuals and keeps accurate and complete records of their casework.
- To maintain and update Southdown's and Sussex Partnership Trusts reporting systems, which record individual service user information and employment outcomes meeting the performance indicators for the contract.
- To design and deliver training events for Recovery Team members and other Sussex Partnership NHS Trust staff.
- Working with the Employment Specialists and Employment Service Team Manager to arrange and deliver regular client events.
- To undertake presentations/training as required within Sussex Partnership Foundation NHS Trust, externally to other providers, employers, clients and internally to departments within Southdown.
- To assist development of a range of innovative and good practice models for clients and staff with mental health needs (i.e. peer support, managers tool kit, benchmarking with other employers).
- Where applicable, to administer a fund designated to assist clients attain employment, education or training.
- To attend Practitioner Forums and network with other employment providers.

GENERAL

- To work flexibly, as required by the individual and the employer. This may require some working outside of normal office hours.
- To adhere to all of the policies set by Southdown Housing Association specifically, Equal Opportunities, Confidentiality, Data Protection, Health and Safety requirements throughout all work practices
- To be involved in creative solutions to problem solving
- To reflect on your work by yourself and with others
- To attend and participate in appropriate training
- To use a variety of opportunities for learning, including practicing skills in front of others and receiving feedback, to improve practice

- To maintain effective communication systems both within Southdown and Sussex Partnership NHS Trust
- To encourage service user involvement in all aspects of decision making for the services

This is a developing and changing service; therefore the aims of the post will require review and change to meet these needs

Person Specification Employment Specialist

	Essential	Desirable
Qualifications		
Although no formal qualifications are essential – it will be necessary to demonstrate adequate levels of literacy and numeracy and to work effectively with individual candidates and external partners	✓	
Experience		
Experience of providing supported employment services to vulnerable people	✓	
Experience of providing support services to people with mental health problems	✓	
An understanding of the employment needs and difficulties of people who experience mental health problems	✓	
Experience of developing and maintaining professional joint working relationships with external, statutory and voluntary agencies	✓	
Experience of helping to establish and promote a new service		✓
Experience of running training courses and/or undertaking presentations		✓
Knowledge		
An understanding of the Individual Placement and Support model of vocational services	✓	
A good working knowledge of the Equality Act 2010	✓	
An understanding of the National Framework for Mental Health and Recovery Model for Mental Health	✓	
A good working knowledge of welfare benefits and practice issues	✓	
Knowledge of the principles of service user involvement		✓
A working knowledge of Human Resources good practice and employment legislation in relation to supporting people with Mental Health Needs in the workplace (capability, sickness, reasonable adjustments)		✓
Skills And Abilities		
Good literacy skills to a standard that enables you to write reports, assist people to fill out application forms and administer your own general correspondence.	✓	
Good IT skills including ability to self administer (Word, Excel, PowerPoint, Outlook)	✓	
Good financial and numeracy skills to a standard that enables you to undertake financial assessment and review welfare benefit entitlements	✓	
Excellent communication skills – written, verbal and presentational, to enable you to represent the organisation in a variety of situations	✓	
Good organisational and administration skills	✓	
Able to prioritise own work	✓	

	Essential	Desirable
Evidence of negotiating skills and diplomacy	✓	
Ability to win support for new initiatives	✓	
Able to create and maintain links with key stakeholders	✓	
Basic counselling skills	✓	
Able to directly or indirectly support service users in ways that promote equity and empowerment	✓	
Qualities		
Able to demonstrate a sense of personal enthusiasm for vocational support for people with mental health needs	✓	
Non-judgmental with a willingness to let go of traditional power relationships	✓	
Empathy for people with Mental Health Needs	✓	
Proactive – with ideas for promoting service to others and implementing creative solutions	✓	
Able to work collaboratively both within the association and external agency representatives	✓	
Friendly, open & even tempered – able to cope with emergencies and stressful situations	✓	
Specific Needs		
Able to work full time (37 hours per week), generally Monday – Friday day time, but with some flexibility to work on an occasional evening or weekend if needed	✓	
Able to work within the office base of an allocated Recovery (CMHT) or Early Intervention Team and undertake regular travel	✓	
Have transport arrangements to accommodate hours and duties covered	✓	