**Bromley, Lewisham & Greenwich Mind**

**Job Description**

**Job Title:** Greenwich IPS Senior Employment Specialist

**Working hours:** 37.5 per week

**Location:** Woolwich, Royal Borough of Greenwich

**Responsible to:** IPS Employment Service Manager

**Responsible for:** IPS Employment Specialists

**Liaises with:** CMHT practitioners and clinicians,Local employers, Jobcentre Plus, and Voluntary Organisations.

**JOB SUMMARY**

This Individual Placement and Support (IPS) project is in partnership with OXLEAS NHS Foundation Trust.

The Senior Employment Specialist will supervise a small team of Employment Specialists in Greenwich providing supervision, training, caseload management, and role modelling of the Individual Placement and Support (IPS) approach, as part of the holistic recovery plan for mental health service users. You will work with clients (manage a caseload of 15 at any one time) who have mental health support needs, who are unemployed; to assist them in securing sustainable paid employment in line with their preferences.

**Key responsibilities:**

* Effectively manage a high-quality service that adheres to the principles of IPS best practice.
* Create a culture of continuous improvement.
* Identify training needs of staff and arrange appropriate training to support with continuous professional development.
* Support the design and delivery of in-house staff training and development (including facilitating peer learning and best practice).
* Involve service users in co-production of service developments where possible.
* Coordinate the work of Employment Specialists in relation to building relationships with employers to effectively access the hidden labour market, external agencies and delivery of job seeking groups.
* Provide solution focused monthly supervisions for each employment specialist within the team, including caseload management, meaningful support and development opportunities.
* Deputise for Service Manager in their absence or by request at meetings, to raise awareness of the service and to carry out delegated task.
* Monitor and manage performance of the IPS Employment Specialists – guide them individually on best practice and achieving individual and team job outcome targets.
* Guide, mentor and coach the team to deliver on employment engagements/job development strategies.
* Produce accurate and timely monitoring information, including robust outcomes monitoring, on a regular basis and as required.
* Work with Service Manager to ensure effective caseload management.
* Act as a resource for the rest of the team and share information, knowledge and adheres to the principles of IPS best practice.
* Lead the team to ensure Employment Specialists spend enough time in face-to-face meetings with employers to find the right job match.
* Ensure quality assurance around client satisfaction. Facilitate various feedback opportunities for client to provide feedback on the service and use this to review and develop the service.
* To support people who have experienced mental health problems to gain paid employment using the IPS approach, working within OXLEAS Community Mental Health Teams (CMHTs).
* 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.

**Relationship Management:**

* Meet with the Service/Line Manager to agree priorities and work plans.
* To meet regularly with NHS staff to co-ordinate and integrate employment support into mental health treatment.
* To prepare individuals for a return to work through assessing each person’s employment needs through vocational profiling/assessment and action planning.
* Spend time getting to know local employers, to negotiate job opportunities that meet each individual’s strengths, needs, abilities and preferences.
* 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.
* To provide individualised support to service users once they have returned to work to assist them in sustaining employment.
* To work flexibly as required by the individual and the employer which may require some working out of normal office hours.
* To develop good working relationships with a range of external organisations which who can help individuals achieve their employment goals.
* To record information and data accurately, including numbers of job outcomes and records of contact made with employers and other admin tasks.
* To participate in NHS administrative and data capture systems which record the progress of individuals, and to keep accurate, complete and timely records of casework.

**General**

* Work in line with BLG Mind’s [Purpose, Vision, Values and Aims](https://issuu.com/tigerbay/docs/blg_mind_strategy_2021-24_digital?fr=sM2UzYjc1MDUyMA)
* Positively represent BLG Mind, both internally and externally, and promote our work
* Comply with BLG Mind’s policies and quality frameworks
* Promote understanding, awareness and positive attitudes towards mental health and dementia
* Promote equity, diversity and inclusion
* Attend and actively contribute to individual supervision and training sessions, team meetings and organisational events
* Perform other duties appropriate to the role
* Support, encourage and engage active service user and carer participation wherever possible