

# Application Pack

<b>Job Title :</b>	Employment Specialist
<b>Location :</b>	Worthing and Bognor Regis
<b>Hours :</b>	37 hours per week
<b>Salary :</b>	Starting salary : £24,187 per year Rising to : £24,976 per year Top of the scale : £25,803 per year
<b>Closing Date :</b>	22 <sup>nd</sup> May 2022
<b>Interview Date :</b>	30 <sup>th</sup> May 2022

## 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 and carries Essential Car User Allowance of £1000 per year.

# JOB DESCRIPTION

<b>Job Title</b>	Employment Specialist
<b>Accountable to</b>	Team Manager – Employment Service

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## MAIN PURPOSE OF JOB

Working within Sussex Partnership Foundation NHS Trust's Community Rehabilitation Service, 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 Mental Health 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 the West Sussex Community Rehabilitation team
- To be integrated within the West Sussex Community Rehabilitation 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 are experiencing mental health problems (c25 clients at any one time) prioritising your own workload.
- 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 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.
- 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 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 Foundation 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  
IPS Employment Specialist**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Although no formal qualifications are essential – it will be necessary to demonstrate adequate levels of literacy and numeracy and to work effectively with individual clients and external partners	✓	
<b>Experience</b>		
Experience of providing supported employment services within a community setting	✓	
Experience of providing support services to people with ongoing issues around mental health	✓	
An understanding of the employment needs and difficulties of people who are accessing structured treatment services	✓	
Experience of developing and maintaining professional joint working relationships with external, statutory and voluntary agencies	✓	
Experience of running training courses and/or undertaking presentations		✓
<b>Knowledge</b>		
An understanding of the Individual Placement and Support model	✓	
A good working knowledge of the Equality Act 2010	✓	
An understanding of Sussex Partnership Trust and their mental health services	✓	
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		✓
<b>Skills And Abilities</b>		
Good literacy skills to a standard that enables you to 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	✓	

	Essential	Desirable
Able to prioritise own work	✓	
Ability to win support for new initiatives – negotiating and diplomacy	✓	
Able to create and maintain links with key stakeholders	✓	
Able to directly or indirectly support clients in ways that promote equity and empowerment	✓	
<b>Qualities</b>		
Able to demonstrate a sense of personal enthusiasm for employment support	✓	
Non-judgmental with a willingness to let go of traditional power relationships	✓	
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 be reactive with emergencies and stressful situations	✓	
<b>Specific Needs</b>		
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 within mental health services and undertake regular travel	✓	
Have transport arrangements to accommodate hours and duties covered	✓	