|  |  |
| --- | --- |
| **Post: Employment Specialist**  | **Core Accountabilities** 1. Working to an Employment model as an embedded team member within clinical teams to encourage referrals to the service promoting employment opportunities as a positive intervention in a client’s recovery.
2. Meeting with clients in community settings to develop an individual client profile to assist with career choice and planning including job search, CV preparation, interview techniques and career development.
3. To provide support with benefits / welfare advice, disclosure of addiction / physical health issues etc.
4. To actively engage with local Employers to explore hidden as well as advertised employment opportunities, and to identify potential client candidates for opportunities in the competitive marketplace.
5. Provide ongoing in-work support for clients (and employers where needed) to help to sustain employment once this has commenced.
6. Arrange regular meetings with clients to monitor and review progress pre- and post-employment.

**Administration**1. Using employment model specific paperwork and systems- to ensure that all caseload management files are completed within agreed timescales ensuring key support targets are met and to produce routine management data, written / verbal reports and case-noting and as required.
2. Using system database within clinical teams to update case-notes and feedback to clinicians on client progress.
3. To maintain Outlook Calendars to agreed format to enable necessary time-tracking.

**Supervision/Meetings/Development**1. Establish and maintain positive relationships with referring teams, employers, Job Centre Plus and other service providers.
2. Build and maintain employer relationships and maintain employer engagement database.
3. Attend weekly Group Supervision meetings and provide verbal reports on client caseload and employer engagement activity.
4. Attend regular Team Meetings as an embedded practitioner with a designated team.
5. Attend monthly 1:1 supervision with Team Leader accepting regular support and supervision as part of developing your individual practice.

**General Accountabilities**1. By exception, to work flexible hours as required on behalf of clients (job search / in-work).
2. To work within RF’s own policies and procedures as well as IPS good practice.
3. Ensure that RF Health & Safety provision is always adhered to, including appropriate use of lone-working system.
4. Always adhere to and promote Equal Opportunities policy.
 |
| **Reports to: Employment Service Manager****Location: Bradmere House** |
| **Role Purpose:** To assist clients in sourcing appropriate competitive paid employment opportunities in line with client preferences through building positive relationships with local organisations / employers and providing person-centred advice and guidance to clients to enable them to move into suitable and sustainable work. To maintain positive and integrated working relationships with Clinical teams, fostering a holistic approach to recovery through employment. |
| **Additional Info** |
|  |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Qualifications*** QCF in Advice & Guidance (Level 3)
* Higher Education Qualifications – A-level/equivalent or above

**Experience** * Experience of working to integrate disadvantaged or disabled people into the labour market.
* Experience of working in business/industry and/or education.
* Experience and competence in computer record keeping/database - self-sufficient in admin.
* Experience / Understanding of working with people with either a paid or unpaid capacity
* Experience/ good understanding of Employability models and/or IPS Fidelity

**Skills, Knowledge and Aptitudes*** Ability to show initiative in developing and promoting the service
* Good interpersonal skills
* Good motivational, communication and listening skills
* Presentation skills
* Good organisational ability
* Experience of running/facilitating small groups
* Experiencing of networking/liaising with employers

**Personal Skills / Other*** Empathy with the needs of those who might be disadvantage in society
* Ability to travel in the local area with own transport.
* Ability to occasionally work outside of office hours.
* Outcome, solution, and task focused
* Ability to motivate and engage
* Good interpersonal skills
* Able to engage, motivate and inspire
 | Essential | Desirable |
|  | XX |
| XX | XXX |
| XXXXXX | X |
| XXXXXXX |  |