

Mental Health NHS Trust

#### JOB DESCRIPTION

Job Title:	Employment Specialist
Accountable to:	Lead Employment Specialist
Professionally responsible to:	Head of Strategic Development
Band:	5
Base:	Merton/ Sutton /Kingston / Richmond
Liaises with:	Local employers, welfare to work providers, Job centre Plus, Local colleges and educational establishments, GPs surgeries & Primary Care Health workers, Voluntary Organisations, and debt and advice services

#### JOB SUMMARY

Under the supervision of the Lead Employment Specialist to proactively manage a caseload of people who have experienced mental health problems who are currently off work and or who are unemployed and wish to return to work. Working directly with all relevant stakeholders: the service user, IAPT staff, GPs, employers and Occupational Health to enable service users to gain employment.

### KEY RESULT AREAS

- 1. To manage a caseload of a maximum of 25 service users at any one time who are currently off work / unemployed and who wish to return to work.
- 2. To be gain referrals from primary care services, being responsible for those service users who want to return to employment.
- 3. To meet regularly with primary care staff to co-ordinate and integrate employment support into health treatment.
- 4. To prepare individuals for a return to work through assessing each person's individual employment needs through vocational profiling/assessment.
- 5. To provide individualised, support to individuals once they have returned to work to assist them in sustaining employment.
- 6. To proactively engage and work with employers to retain employment opportunities for people who have experienced mental health problems.
- 7. To 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.
- 8. To provide outreach services as necessary to individuals when they appear to disengage from the service. Maintain some contact with individuals even without a vocational focus if necessary to sustain engagement.

- 9. To assess individuals support needs related to work which might typically include help with benefits, travel to work, graded return to work etc.
- 10. To develop good working relationships with other organisations that are better able to help individuals to achieve their employment goals for example, Pathways to Work providers, local colleges and training providers.
- 11. To work flexibly as required by the individual and the employer which may require some working out of 'normal office' hours.
- 12. To maintain a professional relationship with the clients of the programme and with other staff, with particular attention to confidentiality and the maintenance of boundaries.
- 13. To support administrative systems which record the progress of individuals, and keep accurate and complete records of casework with them.

### Training and Development

- 1. To undertake mandatory and statutory training as required by Trust policy.
- 2. To undertake the five day individual placement and support approach training course.
- 3. To contribute and commit to undertaking an annual Development Review/appraisal.
- 4. To undertake personal development as identified in the Personal Development Plan (PDP).

### General

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities and Confidentiality of Information.
- The postholder is responsible for ensuring that the work that they undertake is conducted in a manner which is safe to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s). If postholders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
- The postholder is expected to comply with the appropriate Code(s) of Conduct associated with this post.
- South West London and St George's Mental Health NHS Trust operates a no smoking policy. The Trust has been smoke free since 01 January 2006.



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### **PERSON SPECIFICATION**

# Job Title: Band 5 Employment Specialist

	ESSENTIAL	DESIRABLE	HOW TESTED
TRAINING & QUALIFICATIONS	Educated to degree level or equivalent		<ul> <li>Application Form</li> <li>Interview</li> <li>References</li> <li>Proof of qualifications and professional registration if relevant</li> </ul>
EXPERIENCE	<ul> <li>Experience of working with people who have experienced mental health problems within health, social services, the voluntary sector or mainstream educational services</li> <li>Experience of successfully helping people to obtain or keep education/work</li> </ul>	Experience and interpretation of welfare benefits; specifically disability, health and employment related benefits	<ul><li>Application Form</li><li>Interview</li><li>References</li></ul>
KNOWLEDGE & SKILLS	<ul> <li>Knowledge of welfare benefits and disability/employment related benefits</li> <li>Knowledge of the Disability Discrimination Act</li> <li>Knowledge of disability and special needs issues in relation to employment/ education</li> <li>An understanding of the employment needs and difficulties of people who experience mental health problems</li> <li>Good written and verbal communication skills</li> <li>Basic IT skills</li> <li>Good facilitation skills</li> <li>Effective presentation skills</li> <li>Effective marketing skills</li> <li>Persuasion and negotiation skills</li> <li>An ability to initiate and develop relationships with employers whilst being astute to their needs</li> <li>An ability to work independently, reliably and consistently</li> <li>Vocational assessment and</li> </ul>	<ul> <li>Report writing skills</li> <li>Solution focused therapy skills</li> <li>An understanding of the principles and practice of supported employment</li> <li>Knowledge of government and local funding opportunities regarding learning and employment opportunities</li> <li>Basic counselling skills</li> <li>Knowledge of Employment law</li> <li>Mediation skills</li> </ul>	<ul> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>

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	<ul> <li>profiling skills</li> <li>Working knowledge of a broad range of occupations and jobs</li> </ul>		
OTHER	<ul> <li>Ability to see solutions rather than problems</li> <li>A preparedness to work flexible hours through prior arrangement as the needs of the job dictate (e.g. some evenings)</li> </ul>	<ul> <li>Personal experience of mental health problems</li> <li>A clean driving license and a car</li> </ul>	Interview