Derbyshire Healthcare NHS Foundation Trust

Job Description

1. Job Details

Job Title: **IPS Employment specialist**

Reports to: IPS service manager

Accountable to: IPS service manager

Band: **5**

Main Location: Various locations in Derbyshire

Date: 12.07.2024

Job Summary

- As an IPS Employment Specialist you will play a vital role in helping people with mental health needs on their recovery journey
- The Employment Specialist will join the IPS team working under the direction of the IPS service manager to deliver IPS as part of the holistic recovery plan for mental health service users.
- This role will be required to manage a caseload of people who have experienced mental health problems and who are unemployed. The Employment Specialist is expected to deliver the Individual Placement and Support (IPS) approach. Working directly with all relevant stakeholders: the service user, CMHT staff, consultant psychiatrists, partner agencies and employers - you will support the service users on your caseload to gain and retain paid employment.
- This role includes working collaboratively with a wide range of employers/ employment providers; relevant agencies and partners from the statutory, voluntary and business sectors, internal and external to the Trust on behalf of service users.
- To be able to travel around the county to meet clients in rural areas

Key result areas (main duties/responsibilities)

Client Support

- Manage a caseload of people who have experienced mental health problems who wish to return to work, and challenge inequalities and discrimination experienced by the service users.
- Prepare individuals for a return to work by supporting people to understand their skills, aspirations, and goals by offering employment profiling, job matching, and action planning.
- Focus on rapid job search with service users, whilst utilising local support networks to help individuals overcome their barriers to employment.
- Assess individuals support needs related to work which might typically include help with in-work benefits, travel to work, managing health at work etc. and continue providing this once in employment to ensure they retain work.
- Deliver and promote employment workshops, employment surgeries and job clubs to service users who are not able to access the caseload.
- To maintain a professional relationship with the service users of the programme and with key internal and external stakeholders, with particular attention to confidentiality and the maintenance of boundaries.

Employer Engagement and Service Promotion

- Source job opportunities for service users through tailored job search and proactive engagement with employers to open-up and secure paid employment.
- Engage employers to access the hidden labour market or 'carving out' jobs where specific tasks can be assigned by using a variety of methods such as face-to-face contact, social media platforms (e.g. LinkedIn), phone and email.
- Spend time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- Build effective working relationships with local training providers, local colleges and external employers to secure education opportunities and paid employment.
- Provide advice and support to employers, as agreed with the individual, which may include negotiating adjustments and on-going contact with supervisors to ensure job retention.
- Build the profile of the employment service and promote co-production within the clinical team, alongside raising expectations around the ability of service users to access paid work.
- Build relationships with clinical teams to generate referrals and create collaborative working partnerships with NHS Clinicians where employment support is integrated into mental health care.

Administrative and organisational responsibilities

- To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- Following the evidence-based employment practice Individual Placement and Support (IPS) model and its fidelity approach – focusing on delivering a person-centred, high-quality service and results.
- Organise your own time and prioritise service user care under the line management/supervision of the IPS Lead.

- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation
- Contribute positively to the achievement of service targets and outcomes to achieve commissioners' requirements and targets.
- To ensure that all relevant policies are implemented such as information governance, safeguarding etc.

Training and Development

- Once you begin the role you will have excellent guidance, support, and in-depth training in the IPS approach.
- You will receive professional supervision from your Employment Team Leader, and a clinical supervisor who will ensure you have the tools you need to provide expert support and advice to service users.
- To undertake mandatory training as required including training in the IPS approach
- To actively participate in own continuous professional development

Communications and Working Relationships

INTERNAL	**EXTERNAL**
Service users Carers CMHT Psychiatrists HR Team managers Volunteer service manager	Employers STP partners DWP CAB Community supported employment projects IPS regional networks Recovery & Peer support networks

Physical Effort

- Occasional/frequent moderate intense effort for several short periods. Work extended hours on occasion to meet service need.
- Travel across the county, as this post is community based

Mental Effort

- Frequent concentration to undertake assessments and development of care plans.
- Monitor and review service user progress where concentration is required, against planned objectives and report to the multi-disciplinary team.

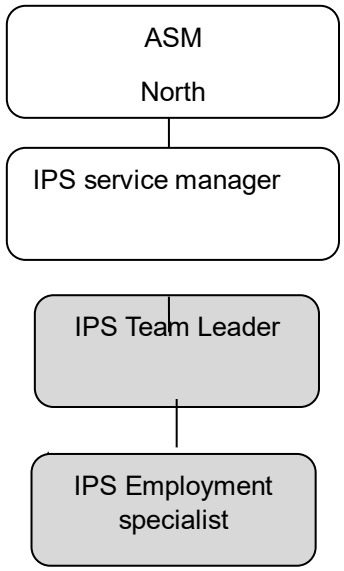
Emotional Effort

- Occasional, frequent exposure to distressing/highly distressing circumstances presented by service users, including access to information about abuse, neglect and other trauma experienced.

Working Conditions

- Engagement with service users in the community settings.
- •Occasional exposure to unpleasant working conditions, in service users homes, including verbal aggression and physical aggression.

Organisation Chart



Information Governance

The Derbyshire Healthcare NHS Foundation Trust requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the Trust and it's service users and employees.

All NHS employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.

Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

All Information obtained or held during the post-holder's period of employment that relates to the business of the Trust and it's service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder's employment has ended could result in the Trust taking legal action against them.

Post-holders must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

Infection Control

All staff have a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Trust policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

Values

As an employee of Derbyshire Healthcare NHS Foundation Trust you are required to adhere to the Trust's overriding value of putting "patients at the heart of everything we do". In recognising both the values expressed in the NHS Constitution and the Trust Values:

People first – We put our patients and colleagues at the centre of everything we do
Respect – We respect and value the diversity of our patients, colleagues and partners and support a respectful and inclusive environment
Honesty – We are open and transparent in all we do
Do your best – We work closely with our partners to achieve the best possible outcomes for people.

Safeguarding – The action we take to promote the welfare of children and vulnerable adults and protect them from harm

SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY

All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.

Health & Safety

In addition to the responsibilities of the Trust under Health and Safety legislation you are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties.

You must adhere strictly to the policies and procedures on health and safety, and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Trust's incident reporting system.

You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

Job Description Agreement

Job Holder's Signature..... Date.....

Senior Officer/Head of Department

Signature..... Date.....

Title:.....

PERSON SPECIFICATION

Derbyshire Healthcare NHS Foundation Trust

Job title: Employment specialist **Grade: 5**

Directorate: community adult mental health **Base: Various Locationss**

Hours: 37.5

Area	Essential	Desirable
Attainment/ Qualifications	• High standard of education including GCSE Maths and English • Working knowledge of IPS	• IPS training • Motivational interviewing training
Skills	• A commitment to understanding and learning the benefits of work as part of the recovery process and a positive attitude to enabling service users overcome barriers to finding employment, are essential. • Excellent marketing and promotional skills with an excellent negotiation skills & persuasive style • Able to analyse situations / information to identify solutions • Excellent organisational and time management skills • Excellent verbal and written communication skills • Ability to work independently and collectively as part of a team, using your own initiative • Thorough understanding of mental health issues. • Excellent IT skills	• Working knowledge of appropriate therapeutic models to engage and support service users to achieve their vocational goals. • Knowledge of local employment issues, relevant Government policy and Trust priorities
Knowledge/ Experience	• Experience of initiating, engaging and collaborating with a wide range of individuals and organisations' promoting and delivering a service and/or cause. • Experience of identifying and finding solutions to improve the service you are providing and solving problems within your paid employment. • Experience of communicating and working with people on a one-to-one basis. • Experience of working within diverse communities. • Experience of building relationships and communicating with a range of different stakeholders.	• Experience of supporting people to obtain or keep employment. • Experience of working with a range of mental health service users (in health, social care and/or voluntary sectors) implementing individual programmes and interventions. • Personal experience of using Mental Health services • Knowledge of good practice in employment legislation protecting disability equality

Area	Essential	Desirable
		• Knowledge of IPS, good understanding of fidelity to the IPS model • Experience & knowledge of the benefits agency and all disability employment related benefits • Experience of collecting caseload and outcome data • Experience of working towards targets or a recovery goal attainment at pace
Other	• Ability to travel independently to other bases and Service User homes • Flexible and able to support extended hours opening, if required. • Cover for team members working in other areas in exceptional circumstances	
Values	• *Respectful and build Trust* • *Compassionate* • *Be responsive, listen and positive* • *Dignity* • *Value & support other people* • *Engage and Encourage* • *Value learning and innovation*	