

EMPLOYMENT ADVISOR (EA) IN HILLSIDE CLUBHOUSE

Hillside Clubhouse • London • via Charity Job

RECRUITING NOW FOR EMPLOYMENT ADVISOR (EA) IN MENTAL HEALTH WORKING TEAM.

APPLICANTS THAT HAVE APPLIED FOR CURRENT HILLSIDE CLUBHOUSE EMPLOYMENT ADVISOR (EA) IN NHS TALKING THERAPIES ISLINGTON VACANCY NEED NOT APPLY AS WILL ALSO BE CONSIDERED FOR THIS POST.

Salary: £32,460 plus pension and benefits (rising to £34,385 after successful completion of probation)

Location: Employed by Hillside Clubhouse, based at the clubhouse site on North Road as well as in community-based settings across Islington.

Working format: Based onsite

Contract: Full-time and permanent

JOB DESCRIPTION

This is an exciting opportunity to join an established, dedicated and enthusiastic team supporting people with mental health conditions such as stress, anxiety and depression to gain and retain employment.

Hillside Clubhouse offers a friendly and supportive working environment, flexible working, career development opportunities, a comprehensive training and induction programme, a generous holiday entitlement and competitive financial rewards. We also provide a positive working environment to support our own employee's wellbeing.

We are a co-produced mental health charity working across Camden and Islington. We support people with mental health conditions into training, volunteering, and employment opportunities. People can access our services via our clubhouse, where they can share their skills and expertise with others and support the running of the charity. Alternatively, they can receive support out in the community from one of our employment specialists based within primary and secondary care. For more information, please go to www.hillsideclubhouse.org.uk

As well as Recovery support, our clubhouse provides a dedicated employment support Information, Advice and Guidance service to Islington residents with mental health needs from our community base in North Road. The IAG team provides employment support to assist clients find employment, remain in work or return to work.. This takes the form of personalised support based on an individual action plan detailing the client's agreed employment goals and actions.

OVERALL AIM

Working in collaboration with the Hillside Clubhouse Recovery project, the Employment Advisor team utilises the structured activity programme to help residents build

confidence and transferable skills in a supportive setting. EAs work one-to-one with a caseload of around 40-50 people referred through various routeways including self-referrals, providing information, advice and guidance to empower clients to make better decisions about their career options and working lives, as well as signpost clients to other relevant support agencies, as appropriate.

This role would suit someone with a background in employment support, psychology, counselling, human resources, recruitment, or a desire to transfer their skills into the mental health support sector.

Method of working

EMPLOYMENT ADVISOR RESPONSIBILITIES AND DUTIES

1. Engage a mixed caseload of clients at any given time serving 100-125 per year, with a range of mental health problems, to establish trusting, collaborative relationships to support them to find new employment or support them in, or to leave, existing employment. Assess clients' support needs with a view to creating, implementing, and adjusting a personalised action plan to help improve clients' mental health and achieve their stated employment goals. Support will be provided face-to-face on site, via secure online meeting platforms or over the telephone.
2. To run regular job club sessions and employment workshops and offer individual and group coaching in job searching, CVs, applying for jobs, interviews etc. To support internal 'soft skills' training, including 'work ordered day' and Clubhouse social enterprises within the Clubhouse.
3. Develop and deliver a range of practical services to support clients to find work, including career guidance, job searching skills, CV preparation, application form completion, interview skills, advice on local labour market opportunities, education and training and access to volunteering opportunities to further their career options.
4. Provide guidance to support clients to sustain work, including advice on mental health disclosure, negotiating reasonable adjustments to existing workplaces, creating wellness action plans, and improving productivity, support to return to work after sickness absence or to leave an existing role with dignity and support.
5. Facilitate access to other advice in areas such as financial benefits, debt management, food banks and community food outlets and social housing providers, as necessary.
6. Work directly with partners like Jobcentre Plus, other employment providers, employers, trade unions and employment agencies to support clients to stay in employment and secure employment opportunities.
7. To build up close referral relationships with partner agencies including iWorks, Access to Work, Jobcentre Plus, DWP Work Programme Providers, colleges, training

providers and support services to ensure maximisation of opportunities and support available to members and build a constant flow of referrals from multiple borough sources to ensure a dynamic and mixed caseload.

8. Meet referral and performance targets including job start and sustained employment in line with the specific KPI / SLA requirements of the service.

9. Regularly attend team and other meetings as reasonably expected.

10. Maintain accurate and up to date records of activity and outcomes in line with service requirements, ensuring commissioner and Hillside Clubhouse databases are kept up to date and paperwork compliant.

11. Receive regular supervision and training to meet individual, team and organisation's needs.

12. Contribute to the development of a service that is locally responsive and supports minority/disadvantaged communities.

13. Comply with and actively promote all Hillside policies and procedures including Equality and Diversity, safeguarding and data protection.

14. Perform other tasks as required by your manager.

The role holder must also:

1. Pass a Disclosure and Barring Service (DBS) check at an Enhanced level.

2. Possess excellent IT skills, including familiarity with Microsoft Office software, as well as experience updating and maintaining databases.

3. Maintain accurate and up to date records of activity and outcomes in line with service performance requirements, ensuring the IT database is up to date and paperwork compliant.

4. Receive regular supervision and training to meet individual, team and organisation's needs.

5. Comply with and actively promote all Hillside Clubhouse policies and procedures including Equality and Diversity, Safeguarding, Data Protection and the Health and Safety at Work Act 1974.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager.

The role will receive comprehensive training at induction, and ongoing career development and support as part of a structured performance programme thereafter.

PERSON SPECIFICATION

Essential

- Knowledge and experience of developing and supporting people into mainstream employment and supporting job retention within a target based contract.
- Ability and knowledge of working effectively with people with mental health problems, other disabilities or vulnerable adults including understanding of barriers to work.
- Experience of successful partnership working.
- Ability to motivate and encourage (including training and coaching skills and experience).
- Experience of opening up job opportunities with a range of employers
- Knowledge of mental health and disabilities policies and legislation in relation to employment
- Competent and confident in IT tools including MS Word, Powerpoint and Excel
- Team orientated and ability to work collaboratively within a mixed-disciplinary team in a busy and dynamic environment.
- Excellent written and verbal communication skills, tailored to a variety of audiences
- Commitment to equal opportunities and diversity

Desirable

- Qualification in Information Advice and Guidance.
- Knowledge/experience of employment and benefit issues facing people with mental health problems.
- Knowledge of Benefits, Employment Law and the Equality Act 2010

Application Instructions

Please submit your CV and a covering letter detailing how you meet the specifications of the role.

If you would like more information about this role before applying, please contact Denise Hales on 020 7700 6408

We are a disability aware employer and actively encourage applications from people with lived experience of mental health conditions.

Hillside Clubhouse is committed to building a diverse and inclusive team and strongly

encourage applications from those who experience discrimination and / or prejudice based on their race, ethnicity or immigration status, women, new parents, people with disabilities and LGBTQI+ people.