

## EMPLOYMENT SERVICES

### JOB DESCRIPTION

<b>Job Title:</b>	Mental Health IPS Employment Specialist
<b>Grade:</b>	Band 5
<b>Hours:</b>	37.5
<b>Salary:</b>	£28,407 - £34,581 per annum (Pro Rata if Part-Time) plus relevant HCAS if applicable.

In order to meet the needs of the role and service, you will be regularly required to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

**Responsible To:** Clinical Team Manager/ Employment Team Leader

**Accountable To:** Borough Director, Employment Services Manager, Employment Team Leader

**Responsible for:** The delivery of Individual Placement and Support in line with evidence base

**Key Relationships:** Community Mental Health and Early Intervention Service Teams, Multi-Disciplinary Staff Members, Trust Managers, HR, Occupational Health, Clinical Teams, User Groups, Voluntary Sector Partners, Local Colleges, Local DWP Disability Employment Advisors, Local Employers, CNWL Recovery College, CNWL Volunteers Service and IPS Grow

### JOB PURPOSE

As an IPS Employment Specialist you will play a vital role in helping people with mental health needs on their recovery journey. By working with a range of different people with mental health needs who wish to return to work to help them find meaningful and fulfilling paid employment.

You will be working within a multi-disciplinary team in secondary mental health services, operating alongside them to ensure that an effective referral and information structure for the employment service is in place and co-production within the team is promoted.

### MAIN DUTIES AND RESPONSIBILITIES

The Employment Specialist role is dynamic and varied, where no day is the same, and you have the autonomy to structure your day in a way that suits you. You will be focusing on two key areas; supporting your clients and engaging with employers and other professionals.

**Outline of your main responsibilities within these two areas:**



### **Client support:**

- Manage a caseload of between 20-25 people who have experienced mental health or substance misuse 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, action planning and employment case management support.
- Focus on rapid job search with service users, whilst utilising local support networks to help individuals overcome their barriers to employment.
- Assess individual 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.

### **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.
- 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.

Throughout your role you will be implementing the evidence-based employment practice Individual Placement and Support (IPS) model and its fidelity approach. The model focuses on delivering a person-centred, high-quality service and results, meeting and exceeding sustained job outcome targets for people accessing the service.

Another key part of this role is the administrative aspect, through keeping accurate and appropriate records of casework, providing information for monitoring and evaluation, and recording the progress of individuals. Thus, it is essential that the postholder is efficient, responsible, can maintain a high level of personal organisation and has strong IT skills of using word processor and data systems.

### **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 and support 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 clients.

You will have access to the Trust's training and development opportunities that are relevant to the Employment Specialist role, alongside a Personal Development Plan and support to ensure you are able to focus on your ongoing professional development.

This role is an excellent opportunity to develop your skills, enjoy a long-term career within the mental health sector and access a range of opportunities within CNWL.

## **Values and Behaviours**

Central and North West London NHS Trust expects the postholder to act in a way which shows an understanding of our core values and is active in putting them into practice with service users, their friends, family and carers and also other staff members.

Key values and behaviours working as an Employment Specialist:

- Work at all times to promote equality, diversity and individual human rights.
- To prioritise your own personal wellbeing, and to seek support if issues arise with work-life balance.
- Work in accordance with CNWL's Trust Values, Aims and Objectives.
- Respect integrity, confidentiality, clinical governance, and data protection requirements in line with Trust policy.
- To act as an ambassador for the Trust with external agencies and partner organisations
- Continuously improving own professional knowledge, benchmarking, and technology.

Central and North West London NHS Trusts values are:

- **Compassion:** contribution to a caring and kind environment and recognition that what you do and say can help to improve the lives of others
- **Respect:** acknowledge, respect and value diversity of each individual, recognition of uniqueness.
- **Empowerment:** commitment to providing information, resources, and support to help others make their own decisions and meet their own needs. The Trust endeavours to support all staff to enable them to develop and grow.
- **Partnership:** work closely with others and behave in a way that demonstrates understanding that commissioners and users of our services are the people who generate and fund our work.

## **RIDER CLAUSE**

This is an outline of the postholder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.