

## **JOB DESCRIPTION**

<b>Job Title:</b>	Bexley IPS Employment Specialist
<b>Responsible to:</b>	IPS Employment Service Manager
<b>Working hours:</b>	Full-time 36 hours per week.
<b>Salary:</b>	£25,096
<b>Annual Leave:</b>	34 days including Bank Holidays
<b>Based in:</b>	Bexley Borough
<b>Liases with:</b>	CMHT practitioners and clinicians, Local employers, Jobcentre Plus, and Voluntary Organisations.

### **JOB SUMMARY**

This Individual Placement and Support (IPS) project is in partnership with Oxleas NHS Foundation Trust.

The postholder is required to manage a caseload of up to 20 people at any time who have experienced mental health problems and who are unemployed. You are expected to deliver the Individual Placement and Support approach – for which training will be given. Working directly with all relevant stakeholders: the service user, CMHT staff, consultant psychiatrists and employers - you will aim to enable the majority of people on your caseload to gain and retain paid employment, aiming for a minimum of 20 people per year to gain paid work.

The aims of this role are:

- to support people who have experienced mental health problems to gain paid employment using the IPS approach, working within Oxleas Community Mental Health Teams (CMHTs)
- to work directly with employers to secure employment opportunities, and subsequently to provide ongoing support according to both the employee's and the employer's needs

### **Tasks**

- The postholder is expected to deliver the Individual Placement and Support approach – for which training will be given. Working directly with all relevant stakeholders: the service

user, CMHT staff, consultant psychiatrists and employers, aiming to enable the majority of the service users on the caseload to gain and retain paid employment.

- To be integrated with the Trust CMHT, being responsible for service users who have been referred by NHS colleagues.
- To meet regularly with NHS staff to co-ordinate and integrate employment support into mental health treatment.
- To prepare individuals for a return to work through assessing each person's employment needs through vocational profiling/assessment and action planning.
- To undertake job development activities to secure employment opportunities for service users.
- 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.
- To provide individualised support to service users once they have returned to work to assist them in sustaining employment.
- To work flexibly as required by the individual and the employer which may require some working out of normal office hours.
- To maintain a professional relationship with the service users of the programme and with staff, with particular attention to confidentiality and the maintenance of boundaries.
- To develop good working relationships with other organisations which provide vocational services and support that can provide specific opportunities to help individuals achieve their employment goals.
- To record information and data accurately, including numbers of job outcomes and records of contact made with employers.
- To participate in NHS administrative and data capture systems which record the progress of individuals, and to keep accurate, complete and timely records of casework.

### **Training and Development**

- To undertake mandatory training as required by Oxleas NHS Foundation Trust policy.
- To undertake training required by Mind in Bexley.
- To undertake training in the Individual Placement and Support approach.

### **General**

- Work in accordance with Mind in Bexley's Values, Aims and Objectives

- Provide a positive representation for the organisation both internally and externally, including promoting our work
- Comply with all organisational and departmental policies and procedures and 'Mind Quality Mark' quality assurance process
- Promote positive understanding, awareness and attitudes towards mental health and dementia as part of day-to-day duties
- Work at all times to promote equality, diversity and individual rights
- Be efficient, responsible and maintain a high level of personal organisation; keeping accurate and appropriate records and providing information for monitoring and evaluation as required
- Participate in and actively contribute to individual supervision, training and team meetings; attend all staff meetings and organisational events as required
- Work flexibly, being prepared to perform other duties commensurate with the role which may include new areas of operation following consultation
- Work alongside and ensure active service user and carer participation in all aspects of work including design, implementation and monitoring of activities.

**PERSON SPECIFICATION**

**Job title: IPS Employment Specialist**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>TRAINING &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to A' Level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in the IPS approach</li> <li>• Full &amp; current driving licence</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with and supporting people who have experienced mental health problems (or other unemployed disadvantaged groups) into employment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of partnership working, negotiation and liaison work with other agencies</li> <li>• Experience of opening up job opportunities with a range of employers</li> </ul>
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• A good understanding of the principles and practice of supported employment</li> <li>• Vocational assessment and profiling skills</li> <li>• Basic coaching skills</li> <li>• Knowledge of disability and special needs issues, policies and legislation in relation to employment</li> <li>• Good written and verbal communication skills</li> <li>• Good IT skills</li> <li>• Good numeracy and information management skills</li> <li>• Excellent interpersonal skills</li> <li>• An ability to negotiate diplomatically and effectively with external staff managers and employers</li> <li>• Can demonstrate a high level of perseverance, being committed to seeing plans through to their conclusion with agreed timescales</li> <li>• Understanding of the issues facing people with mental health problems seeking employment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Employment law</li> </ul>

**OTHER**

- Ability to travel quickly and efficiently across the Borough.
- Personal experience of mental health issues