



JOB DESCRIPTION JOB TITLE: IPS Employment Specialist

PAY BAND: £25,096.00 per annum

LOCATION: London Borough of Bexley

ACCOUNTABLE TO: Operations Manager

LINE MANAGER: Senior IPS Employment Specialist

HOURS OF WORK: 37.5 hours per week. The post holder may be required to work flexibly to meet the needs of the service.

CONTRACT LENGTH: March 2023

For people who need mental health support, getting back into work is a vital step on their recovery journey. The evidence backs this up, but although 90% of people with severe mental illness want to work, only 8% of them are in paid employment.

If you would like to join our team and champion our mission and help people who need employment support to get back into work. You will be supporting service users who are under the care of Secondary Mental Health services to gain and retain paid employment and will be based within a clinical team.

This is an incredibly rewarding role You'll have the opportunity to transform the lives of service users, to give them hope, direction and support with their recovery journey alongside other key professionals. This is also a challenging role, so you'll need to be empathetic, adaptable and dedicated to finding clients a role that's right for them.

As an Employment Specialist, you'll build a good rapport with your service users, gaining a real understanding of their key skills, their aspirations and their career goals and finding them opportunities to match. You'll also spend time building productive relationships with employers in order to identify and negotiate job opportunities in the hidden labour market.

Successful applicants for this post will receive training in the IPS approach, giving you the tools, you need to provide expert support and advice to service users, staff within your clinical team (e.g. Psychiatrist, Social Workers or Mental Health Nurse), while also building positive relationships with employers, opening doors and changing perceptions around mental health.

We welcome applications from people with personal experience of using mental health services.

Job Summary:

To provide support into employment for people with mental health problems including:

- managing a caseload of people who wish to return to paid work, enabling them to find or retain employment by liaising with work and training providers, accessing benefits advice and by personally providing on-going support to service users in job search and after gaining employment, in accordance with evidence based supported employment practice such as the Individual Placement and Support (IPS) model of supported employment.



- negotiate with local employers and voluntary bodies in order to secure employment opportunities within the community
- pro-actively support and motivate the client group in obtaining employment opportunities
- provide on-going support according to both the employee's and employer's needs therefore enabling service users to both gain and retain employment.

Key responsibilities:

- To work in partnership with individuals to support them in finding paid employment, or taking steps towards this.
- To develop strong links with other agencies such as voluntary, statutory and businesses in the development of work opportunities for service users.
- To support CMHT colleagues with information about work and training opportunities.
- To report on outcome measures for the service.
- To provide monitoring/audit information to the Senior IPS Employment Specialist responsible for Employment Services.

Main duties:

- manage a caseload of people who have experienced mental health problems who wish to work.
- prepare individuals for employment by assessing each person's individual vocational needs which might typically include identifying strengths, help with benefits, support networks, travel to work plans, etc.
- co create employment action plans with the individual, and provide this to the care co-ordinator and other professionals where appropriate.
- assist individuals in job search and prepare them to apply for employment/education, liaising with colleagues as required e.g. Disability Employment Advisors, Jobcentre Plus, DWP contract providers and local colleges.
- contact and meet with employers to identify job opportunities for individual clients.
- proactive approach in developing jobs tailored to suit individual service users' needs by contacting local employers, discussing mutual requirements and negotiating opportunities.
- accompany job seekers to interviews if required.
- provide education and support to employers, as agreed with the individual and provide job retention interventions to people at risk of losing their employment, negotiating adjustments to the job role with employers to enable the person to retain their employment.
- support service users in the workplace by supporting them to learn the job role if necessary, and/or negotiating with employers to adapt the role at the start of employment or if difficulties arise in the workplace.
- identify any barriers for return to work and develop appropriate strategies to overcome those barriers for service users who wish to gain or retain open employment maintaining a positive attitude to addressing challenges.



- contribute to the opportunities for an individual's increased social inclusion by developing partnership working with voluntary sector agencies, and linking with primary care employment and job retention initiatives.
- promote the Mindful Employer initiative and best practice in mental health and employment within the Trust and in other organisations in the local area.
- maintain and develop close links with referrers, care co-ordinators and Community
- regularly attend Team meetings.
- complete data monitoring sheets and keep accurate caseload records.
- maintain high standards of personal development and undertake further training as may be required.
- undertake regular supervision and annual appraisal.

Person specification:

Area	Essential	Desirable	Evidenced
Educational/ Qualification		IPS Training	Application/ Interview
Experience	<p>Experience of helping people obtain or retain employment/training</p> <p>Experience of assessing service users' employment skills and needs</p> <p>Experience of constructing and reviewing person centred action plans</p> <p>Word processing/ computing skills</p> <p>Experience of demonstrating impact and user outcomes</p> <p>Ability to communicate effectively</p>	<p>Experience of working within health, social services or the voluntary sector with people who have experienced mental health problems.</p> <p>Experience of collecting caseload and outcome data</p> <p>Experience and knowledge of the benefits agency and all disability /employment related benefits.</p> <p>Personal experience of using mental health services</p>	Application/ Interview
Knowledge/Skills	<p>Knowledge of vocational assessment and profiling</p> <p>An understanding of the principles and practice of supported employment</p>	<p>Understanding of current Government initiatives relevant to employment e.g. Access to Work, Supported Permitted Work etc.</p> <p>Knowledge of good practice in employment</p>	Application/ Interview



	<p>An understanding of the employment needs and difficulties of people who experience mental health problems</p> <p>Ability to be flexible, open and creative in problem Solving</p> <p>Ability to initiate and develop Relationships with professionals</p> <p>Ability to work independently, reliably and Consistently</p> <p>Ability to communicate effectively</p> <p>Excellent organisation and time management skills, including ability to plan and prioritise own workload</p>	<p>Legislation protecting Disability and Equality Ability to find solutions which improve the service</p> <p>Excellent marketing and promotional skills</p>	
<p>Additional requirements/ Personal attributes</p>	<p>Enhanced DBS</p> <p>Flexible and adapt approach to work</p> <p>Strong work ethic – be determined, dedicated and reliable Be friendly and approachable</p> <p>Able to communicate with people to inspire trust</p> <p>Able to relate well to individuals of all ages and backgrounds</p>	<p>Full driving licence and access to the use of a car for work</p>	<p>Application/ Interview</p>



	Flexible with a willingness to undertake further training or share workloads Willingness to work in a variety of settings		
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Please note that this position will be subject to satisfactory references