



Employment Adviser – Talking Therapies

Job Title	Employment Adviser
Responsible to	Senior Employment Adviser
Remit of the post covers	Bexley NHS Talking Therapies
Hours	Full Time 37.5 pw
Salary	£31,682 per annum
Length of Contract	8 months with the possibility of extension.
Location	Bexleyheath

Job description

This role is part of an employment advice service, working closely with clinicians working to provide psychological therapies to people with common mental health problems.

The post holders will support service users with common mental health problems to gain, return to or retain employment. The role will involve working directly with Jobcentre Plus, employers, trade unions and employment agencies to keep people in employment and secure employment opportunities.

Responsibilities and Duties

- To manage a caseload of people who have experienced mental health problems and who wish to retain, return to or regain employment. Using evidence-based interventions.
- The Employment Adviser (EA) work will be led by and focused on the aspirations of the service user. Considering their strengths, difficulties and employment assets in order to offer the most effective support.
- Conduct an assessment, discussing the person's job goals and any concerns regarding their capacity for work. It is important at this point to establish a job goal (they may wish to change roles or find a job), job tasks gathering evidence about the individual's abilities including previous work experience (it could be that a role they did previously may be more suitable). Also important is their confidence to perform tasks and any factors that may be issues for employment and whether the individual has or could develop strategies to address them.



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- Match job tasks and in the individual's ability to do the job and any work solutions that may be required to develop the match.
- Refer the person to other support if they have particularly complex barriers.
- Offer the person support agreeing a written action plan with the person detailing the steps to be taken to either get back into or retain employment and the appropriate support route. Need to include abilities, work solutions, preparation for work, disclosure. The action plan should also be SMART (specific, measurable, achievable, realistic, time bound).
- The EA will develop in-depth knowledge of the local labour market, local support and new initiatives, taking into account the needs of the client to broker effective interventions. Including specialist schemes to help with retaining or finding employment.
- Where appropriate provide help to find the right job and provide advice and support on training and also how to prepare for employer interviews.
- Work closely with local agencies to identify appropriate job vacancies
- Advocate on behalf of the person with prospective employers if necessary, aiming to identify work solutions that will overcome or minimise difficulties within the workplace. In particular it is important to establish any return-to-work issues, potential behaviour in the work place, possible work solutions. Employer awareness of the implications under the Equality Act 2010 to make reasonable adjustments, health conditions and employment reactions. Interactions with supervisors and colleagues. Development needs and in work support.
- If appropriate signpost the person to other agencies who will be able to provide advice on other benefits/support the person may be entitled too.
- Provide continued personalised support after an individual has returned to work or secured employment to help them to sustain employment.
- To develop and maintain the integration of mental health treatment and employment support by establishing effective liaison of IAPT employment support services and other health and social care services.
- To complete all necessary paperwork including questionnaires, reports and minutes for each interaction.
- To report any progress, change or adverse event promptly to a senior EA.



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General

The EA will have a good understanding of return-to-work planning.

EAs will be aware of the secondary effects on the individual that could be caused by their mental health experience, including loss of confidence, fear of failure etc.

The EA will also be aware that many individuals with mental health conditions may also have primary or secondary health conditions and disabilities. The EA will have the knowledge to understand the work implications of these conditions.

The job description is not exhaustive and can be altered in consultation with the post holder.

The EA must be aware of and guided by the Job Centre Plus Employment, Health Condition and Disability guide notes.

To contribute to the development of best practice within the service.

Qualification

- Evidence of further study in vocational training, careers advice and job retention or equivalent experience gained through work in the field.

Please note this is an 8-month contract with the possibility of an extension, depending on funding.