**Employment Worker**

**Job Description**

**Days**: Monday to Friday

**Hours**: 31.5 hours

 Evening work on occasion

**Salary**: £26,865 (FTE £29,850)

**Contract:** 14 months

**Expenses**: If applicable and authorised in advance

**Reporting to:** TBC

**Location:** Barnsley Street premises, one day wfh (optional)

**Overall Function:**

Provide employment support to clients of the Barnsley Street Mental Health Centre for the purpose of helping people progress towards and sustain employment, including working directly with community, training and volunteering agencies. The service brings together clinical and community groups to support people with mental health in a co-ordinated service.

**Responsibilities:**

**General**

* Support a caseload of 25 clients affected by mental health issues who want to progress towards, secure and/or maintain employment including self employment
* Meeting service KPIs including employment, signposting to training and volunteering based on client preferences
* Develop and deliver employment workshops including to community and housing groups
* Maintain accurate records for client and service activity including equal opps information, outputs and outcomes to support service delivery and monitoring
* Act non-judgmentally and respect individuals’ views and rights to choose their own employment and career aspirations
* Actively participate in team meetings, individual supervision, case discussions and training
* Share positive case studies through newsletter and social media
* Work collaboratively with other service delivery partners
* Recognise the confidential and sensitive nature of the information gathered under GDPR rules and procedures
* Comply with all WWT policies and procedures

**Client support**

* Tailor support according to individual needs using employment action plans and other tools
* Supporting clients with job applications, CVs and interview skills
* Research job roles that match client preferences
* Discuss and provide support to clients around disclosure of mental health to employers
* Sharing how they overcame obstacles to achieve career goals and how they continue to move forward in their own recovery
* Provide links to resources, networks and opportunities in the local community (including training opportunities)
* Supporting clients to access or use back to work calculations
* Review progress toward employment goals to increase motivation
* Providing information on the employment supports options and where needed completing signposting referrals
* Supporting clients to access work experience, volunteering, shadow and taster placements.
* Support clients to increase their CV/application writing and interview skills
* Help clients to maintain employment by providing in work support
* Link clients to peer networks and support

**Person Specification**

This employee specification contains the essential and desirable criteria which candidates should possess in order to satisfy the performance requirements for this post.

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|  | **Essential** | **Desirable** |
| Qualifications |  |  |
| Skills & Abilities | * Strong written and verbal communication skills
* Ability to take initiative
* Excellent administration and organisational skills
* Ability to cope with a complex and fluctuating caseload
* Listening skills
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| Personal Qualities | * Non-judgmental approach
* Willing to work in different locations across the borough
* Ability to build rapport
* Willingness to work occasional evenings
* A belief that anyone can work with the right support
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| Knowledge & Experience | * Experience managing own workload and working on own initiative
* Understanding of key legislation
* Knowledge of benefit system
* Experience of working with people affected by mental health issues
* Fully committed to Equal Opportunities
* Lived experience of mental health
 | * Experience of inter-agency working
* Pre employment support including experience of CV and application support, interview preparation
* Working with employers to agree adjustments
* Understanding of impact of learning disabilities. Autism and other conditions
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| Relationships | * Ability to work effectively as a member of a team
* Ability to work well with a wide range of individuals such as mental health professionals, employers and clients.
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