

**JOB DESCRIPTION**

Employment Specialist

**Days**: Monday to Friday

**Hours**: 35 hours- core hours to be agreed

Evening work on occasion

**Location:** Newham, London

**Start date:** By negotiation

**Reporting to:** Newham IPS Team Lead

**What is an Employment Specialist and what is the IPS Model?**

<https://www.youtube.com/watch?v=gN13LHcZ0XU&list=PLrVQaAxyJE3dk0XbY4RSOz5i46v9-wk-E&index=1>

You can also visit the IPS Grow website here: <https://ipsgrow.org.uk/>

**Who we are:**

Founded in 1992 by a group of mental health professionals, Working Well Trust was established to address the issue of low employment rates for people who have experienced mental health issues.  Since starting we have seen advances in the specialist support offered to people seeking employment and a change in cultural attitudes towards mental health.

In the last few years we have adapted this approach to work with people with Autism (ASD), people with learning difficulties, or complex issues including homelessness or addiction.

We focus on five main areas:

**Employment Support** – offering support that meets the individual’s needs using both the traditional stepped approach and the Individual Placement and Support (IPS) model.

**Employer support** – enabling the recruitment and retention of their employees.

**Social Enterprises** – we offer training within social enterprises for people who want to gain a new skill, increase their confidence and be part of a team.

**Business and Enterprise support** – providing one to one advice to clients who wish to start up or expand an enterprise.

**Co-production** - Working Well remains committed to the principles of the recovery model and continuously improve its services through co-production.

**What you will be doing:**

Working with clients who have experienced mental health problems to find and sustain employment according to the principles of Individual Placement and Support. It is a community-based role with a co-location in a clinical setting.

**Your focus:**

**General**

1. Manage a caseload of 20-25 clients affected by mental health issues to secure and sustain paid employment
2. Working towards project targets, covering job outcomes, job sustainment and weekly employer contacts
3. Discuss and provide support to clients around disclosure of mental health problems to prospective employers
4. To support clients prior to or when in work by providing information on permitted working, work allowances under Universal Credit, better-off calculations and budgeting
5. To work collaboratively with WWT Peer Specialists and other teams in Working Well Trust
6. To work with key stakeholders including the DWP, job brokerage agencies and training providers
7. Actively participate in team meetings, individual supervision, case discussions, training and performance appraisals

**Employer relations**

1. Spend time developing long-term working relationships with employers to promote the service, identify job opportunities relating to client preferences, and ensuring appropriate strategies are in place to reduce barriers in the workplace
2. 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

**Mental health services**

1. To be present within the co-located mental health team; building relationships with colleagues to engage and generate referrals and create collaborative working partnerships with clinical staff (promoting employment as a positive intervention in the recovery journey)
2. Participate in weekly clinical team meetings and communicate individually with mental health team members in order to coordinate services and keep employment on the agenda

**Job sustainment**

1. Provide individualised follow-along supports to assist clients in maintaining employment, including frequent in-person supports during the first month of a new job and at least monthly after or as desired by the client
2. Deliver actions to promote job retention, such as meeting with the employer to negotiate reasonable adjustments in order for a return to work to be achieved and mediating in cases where there is potential or actual conflict between the employer and employee (i.e the client)

**If you have any questions regarding this position, please contact:** [**liyan@wwtrust.co.uk**](mailto:liyan@wwtrust.co.uk)

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| Qualifications |  | * Trained in IPS approach |
| Experience | * Experience/understanding of working with people with mental health support needs, or a similar client group within health, social services or the voluntary sector * Proven experience of meeting and exceeding outcomes and targets * Experience of managing multiple tasks at any one time * Previous experience of working assertively to influence decision makers | * Experience of supporting people to obtain or keep work * Experience of working within mental health services particularly with individuals who have recently received a diagnosis * Experience/ understanding of working with young adults (aged 18-35) with mental health support needs * Own personal lived experience of recovery from mental health difficulties |
| Knowledge | * An understanding of the needs and challenges faced by people who experience mental health difficulties * Good understanding of the principles and practice of IPS * Able to use IT and tools such as MS Word, PowerPoint and Excel | * Understanding of key legislation * Knowledge of benefit system |
| Skills | * Good motivational, communication and listening skills * Outstanding interpersonal skills and ability to build rapport with a range of people * Good organisational ability * Team orientated and works collaboratively within a mixed-disciplinary team * Ability to work independently and use initiative to develop and promote a service | |
| Personal Qualities | * Non-judgemental and trustworthy * Empathy with the needs of those with mental health support needs * Passion and drive to make a positive difference to people's lives * Highly motivated with a genuine belief that someone with a mental health condition can find paid employment * Resilient and tenacious to not give up despite setbacks and frustrations * Commitment to integrity and excellent service delivery to the client, employers and clinical team * Self-aware of personal strengths and weaknesses and actively invest in personal and professional development * Willingness to travel within the region | |