

FIFE EMPLOYMENT ACCESS TRUST

JOB DESCRIPTION

Post:	Employment Specialist Fife Individual Placement Support Service
Salary:	£23,713 per annum to
Hours of Work:	35 hours per week
Annual leave:	25 days per annum + 4 public holidays
Responsible to:	IPS Team Lead

AIMS OF FEAT

1. To deliver individualised and group employment advice, support, training and assistance to people who have experienced mental health problems or are at risk of developing mental health problems.
2. To work closely with employers, other agencies and the general public to increase understanding of mental health and create opportunities for people with mental health problems to fully engage in communities.

JOB SUMMARY

As the Employment Specialist you will be required to proactively manage a caseload of individuals who have experienced mental health problems who are unemployed and/or currently off work. The post-holder is expected to deliver the Individual Placement and Support approach evidence-based model of vocational rehabilitation for people with mental health problems. Working directly with all relevant stakeholders: the individual, NHS Fife, LMHT staff, GPs, Employers, Job centre Plus and Occupational Health to enable individuals to gain and retain employment. The Fife IPS Service is a partnership of FEAT and Fife Health & Social Care.

Key Result Areas

- To manage a caseload of a maximum of 20 individuals at any one time who are currently off work/unemployed and who wish to return to work.
- To be integrated with the NHS Fife/CMHT Fife, being responsible for those individuals who want to return to employment.
- To meet regularly with NHS Fife/CMHT staff to co-ordinate and integrate employment support into care plans.
- To prepare individuals for a return to work through assessing each person's individual employment needs through vocational profiling/assessment.
- To proactively undertake job development to secure employment opportunities for individuals.

- To proactively engage and work with employers to retain employment opportunities for individuals.
- 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 individuals once they have returned to work to assist them in sustaining employment.
- To provide outreach services as necessary to individuals when they appear to disengage from the service.
- To assess individuals support needs related to work which might typically include help with benefits and graded return to work etc.
- To develop good working relationships with other organisations that are better able to help individuals to achieve their employment goals for example, pathways to work providers, training providers and job centres.
- Complete labour market research to assist each individual to become competitive for their chosen area of work.
- 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 individuals on the programme and with other staff, with particular attention to confidentiality and the maintenance of boundaries.
- To support administrative systems which record the progress of individuals and keep accurate and complete records of casework.

Vocational Case Management & In Work Support

- Focus on rapid job search within 4 weeks (unless formal training is required to reach the vocational goal).
- Support individuals to retain their job if it is in jeopardy.
- Advise/support PVG/Disclosure checks.
- Identify the need for interventions from Occupational Therapy that will assist the individual to function effectively in work/maintain their role.
- Support the individual and employer during the return to work process and gain feedback regarding the individual's progress at work.
- Work with Occupational Therapy to identify and manage risk.
- Advise on reasonable adjustments.
- Support the transition from benefits to salary.
- Meet the individual at least one week before they start work to develop an 'In Work Support Plan'. Meet weekly for the first week then monthly for as long as required to ensure job retention.
- Discuss social demands of the workplace/create or develop natural supports in the workplace.
- Address any problems and assist the individual to job seek for alternative work if they decide they are not in the right job.

Training & Development

- To undertake mandatory and statutory training as required by Feat/NHS Fife/LMHP policy.
- To undertake the Individual Placement and Support approach training course.
- To contribute and commit to undertaking an annual development/review appraisal.
- To undertake personal development as identified and agreed with the line manager.
- Assist and support the running of individual/group course on confidence building, stress management, assertiveness sessions etc.

General

- This is not an exhaustive list of duties and responsibilities and the post-holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post-holder.
- The post-holder is expected to comply with all relevant NHS Fife/LMHT/FEAT policies, procedures and guidelines including those relating to Equal Opportunities and Confidentiality of Information.
- The post-holder is responsible for ensuring that the work they undertake is conducted in a manner which is safe to themselves and others and for adhering to the advice and instructions on Health and Safety matters given by manager(s). If post-holders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
- The post-holder is expected to comply with the appropriate Code(s) of Conduct associated with this post.
- NHS Fife/CMHT/FEAT all operate a no smoking policy.
- To attend a minimum of three separate working days equivalent weekend or evening events for FEAT or FEAT Trading/partner projects in the course of any one year. This is in addition to the regular weekly hours worked.

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PERSON SPECIFICATION

POST : Employment Specialist (IPS)

	ESSENTIAL	DESIRABLE
Training & Qualifications	<ul style="list-style-type: none"> • Educated to degree level AND/OR relevant professional qualification or equivalent experience in occupational therapy, health or related discipline 	<ul style="list-style-type: none"> • Trained in IPS approach • Full & current drivers' licence • NIDMAR
Experience	<ul style="list-style-type: none"> • Experience of working with and supporting people who have experienced mental health problems (or other unemployed disadvantaged groups) into and in employment within health, social services or the voluntary sector • Experience of successfully helping people to obtain or keep education/work 	<ul style="list-style-type: none"> • Experience of partnership working, negotiation and liaison work with other agencies • Experience of job development
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of interpretation of welfare benefits and disability/employment related benefits • Knowledge of the Equality Act • Knowledge of disability and special needs issues in relation to employment/education • An understanding of the issues of user involvement in mental health services • Excellent written and verbal communication skills • Good IT skills • Excellent interpersonal skills • Good facilitation skills • Excellent mediation skills • Excellent presentation skills • Good marketing skills • An ability to negotiate diplomatically and effectively with staff at all levels and users of mental health services • Ability to work in a complex environment and can demonstrate a high level of perseverance, being 	<ul style="list-style-type: none"> • Report writing skills • Knowledge of government and local funding opportunities regarding learning and employment opportunities • Knowledge of employment law • Basic coaching skills • Good numeracy, financial and information management skills

	<p>committed to seeing plans through to their conclusion within agreed timescales</p> <ul style="list-style-type: none"> • Understanding of relevant disability and employment policy and legislation • A good understanding of the principles and practise of supported employment • Vocational assessment and profiling skills 	
Other	<ul style="list-style-type: none"> • A preparedness to work flexible hours through prior arrangement as the needs of the job dictate • Ability to travel effectively between sites • Experience of inter-agency working • Highly organised, motivated and a self-starter 	

In addition candidates should be:

Highly motivated.

Share FEAT's philosophy and values.

Committed to high standards of performance and presentation.

Committed to equality of opportunity for all.