## Employment JD

## About the work

SMART (St Mary Abbots Rehabilitation and Training) has been commissioned by West London Clinical Commissioning Group (NHS) to deliver an integrated mental health employment pathway covering Kensington & Chelsea and the Queens Park and Paddington areas. We deliver a service which operates under these principles:

* No wrong door – a single, portable assessment process and support plan that is personalised and travels with the individual.
* Is based on need, not diagnosis or service setting.
* Delivers outcomes that are balanced across the various commissioner and individual service user needs.

The Employment service is part of Community Living Well, that brings together a range of clinical and wellbeing services, to offer coordinated support to promote social, physical and mental wellbeing. The Community Living Well service is provided by the NHS and voluntary sector organisations, working in partnership. The service aims to ***“to improve the mental and physical wellbeing of those with long term mental health needs, and provide better social support so that people are able to maintain good health and wellbeing, maintain independence and achieve their self-determined goals”.***

We are looking for an experienced Employment Advisor until 31st March 2022, with the possibility of extension, depending on funding.

## Key Result Areas

1. To support adults with mental health needs in choosing, getting and keeping opportunities in employment, vocational training, further education or voluntary work.
2. To support adults with mental health needs who need to retain their employment
3. To provide people with severe mental health problems with a structured holistic support service in keeping with the individual placement and support (IPS) model to successfully place them in suitable sustainable employment, provide training and continuing support as needed.

The IPS model is a supported employment programme model for people with severe mental illness that integrates clinical and vocational services within mental health agencies. This project will not adhere strictly to an IPS model, it will maintain the key principles which are to:

* Help people gain competitive, integrated employment
* Obtain the job directly, rather than through lengthy pre-employment training
* Integrate rehabilitation and mental health services
* Base job finding, disclosure, and job support on the individual’s preferences rather than on advisor’s judgment
* Provide continuous assessment that is based in competitive work experiences
* Offer individualised “follow along” support

## Duties and Responsibilities

**Recruitment**

1.1 To assist in the outreach, selection and allocation of users of the service by working within the area Improving Access to Psychological Services (IAPT) team, liaising with local GP practices, Job Centre Plus and other agencies as required.

1.2 To ensure that individual employment or training needs are identified and action plans are completed.

1.4 To plan and implement an assessment of needs to devise a package of support

1.5 To liaise closely with other workers involved in support to ensure that appropriate referrals are made for other help, ensuring the service adheres to the principle of ‘no wrong door’ for service users.

1.6 To advise on other/alternative services according to individual need

**Support**

2.1 To assist and support users of the service with their vocational training, self-analysis and job preparation skills

2.2 To act as an advocate with potential and existing employers when requested by clients and provide workplace support.

2.3 To proactively engage and build relationships with external employers to open-up and secure paid employment opportunities for people who have experienced mental health problems. In particular ensuring the service is focused on accessing the hidden labour market.

2.4 To provide advice and support to employers, as agreed with the individual, which may include negotiating adjustments and on-going contact with supervisors to ensure job retention.

2.5 To organise reviews and action plans as appropriate

2.6 To support those who are undergoing project based assignments or employer based work placements

2.7 To provide on-going, diminishing support to individuals as agreed in their action plans

2.8 To provide, where appropriate, workshops and training to groups of service users to assist their personal development and job search skills

**Other Duties**

3.1 To ensure that evidence is recorded of individuals’ progress on the project data base, the individual file etc.

3.2 To provide written reports/minutes as required

3.3 To be aware of Health & Safety in all areas of work

3.4 To attend training events as discussed with line manager

3.5 To assist the Service Manager and other staff in the promotion of the service, to maximise referrals and increase the profile of the project

3.6 To participate in supervision meetings

3.7 To participate in project team meetings and SMART staff meetings as required.

3.8 To assist with the evaluation of the project in conjunction with the Service Manager

3.9 To adhere to the organisation’s equal opportunity policy and other policies and good practice guidance

3.10 All other duties furthering the objectives of the project and of SMART, which are commensurable with the general outline of the post.

SMART is a small organisation and as such, staff are required to help with events and other duties agreed with managers from time to time. This job description is not a definitive list of tasks.

# Person Specification

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| **Qualifications:** | **Essential/Desirable** |
| Counselling / Psychotherapy, or related qualifications | D |
| Professional qualification; Youth work, careers guidance, vocational rehabilitation or related qualification | D |

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| **Experience:** | **Essential/Desirable** |
| Working with people who have mental health needs/emotional difficulties in an employment setting  | E |
| Negotiating with professionals at all levels  | E |
| Liaising directly with employers to help people retain employment | D |

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| **Skills and Abilities:**  | **Essential/Desirable** |
| Ability for empathic and professional engagement with people with mental health needs | E |
| Coordination skills to ensure efficient job-related outcomes | E |
| Ability to work within a team and individually | E |
| Ability to engage with professionals relevant to retain the employment of service users | E |
| Ability to work with external professionals and agencies in the voluntary, public and private sectors | E |
| Excellent written and oral communication skills | E |
| Excellent interpersonal skills  | E |
| ICT skills, including the use of Excel and Access databases  | E  |

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| **Knowledge and Understanding:**  | **Essential/Desirable** |
| Knowledge of employment and disability related laws | E |
| Knowledge of the Individual Placement and Support model | D  |
| Knowledge and understanding of boundaries and confidentiality  | D  |
| Knowledge and understanding of relevant Health and Safety Issues | E |
| Knowledge and understanding of Equal Opportunities issues  | E  |