

Job Description

Employment Specialist for Richmond and Wandsworth Employment Service

Purpose of the Job

To work within the local community providing employment support to individuals with mental health needs, learning disabilities, autism and physical disabilities to achieve their paid employment aspirations, through tailor made support.

To work in partnership with a range of local employers, providers, healthcare professionals and training agencies to ensure a range of opportunities for individuals to support progress on their paid employment pathway.

To ensure adherence to the best practice models of Individual Placement and Support model of Supported Employment (IPS), in line with the Fidelity Scale, and the Place Then Train approach when supporting individuals to achieve and sustain their paid employment aspirations

To keywork individuals in line with the best practice models and manage own caseload effectively and appropriately.

To support and engage individuals in all aspects of their employment pathway, encouraging and engaging individuals to access work experience and work placement opportunities in line with their paid employment aspirations.

Main responsibilities of the job:

- To provide one to one support to individuals, as directed by the Employment Service Coordinator, ensuring a consistent approach to the provision of employment support, in line with mcch policies and procedures and best practice models.
- The Employment Specialist will offer support to individuals to achieve paid employment, providing tailor-made employment support to individuals and employers.
- To work in line with the mcch Lone Working policy and procedure.
- To creatively implement and maintain structured and outcome orientated employment provision, in line with best practice, including the IPS model, the Place Then Train approach and mcch policies and procedures.
- To have a working knowledge of the local labour market, Job Centre Plus provision, primary care provision and available community resources.
- The post holder needs to use confidential information in line with the Data Protection Act 1998.
- To keep up to date with basic knowledge of legislation and its application particularly the Equalities Act, Employment Law, Health and Safety at Work, Welfare Benefits, the National Minimum Wage Act, Equal Opportunities and Health and Wellbeing.
- To be responsible for attending relevant meetings, conferences, events and supervision.
- To work with individuals to create and maintain their personal documentation, risk assessments and support plans.
- To support the service in complying with contracted outcomes.

Duties of the job:

- To provide one to one support to individuals to gain paid employment, using community resources to meet with individuals.
- To recognise and address barriers to paid employment and sustainability, identifying and demonstrating solutions focussed skills and knowledge.
- Work with employers to develop plans to encourage full integration of individuals into their organisation, including reasonable adjustments, where applicable.
- To monitor and track individuals' progression towards paid employment, setting appropriate targets and review dates.
- To accurately report on client information and outcomes, within defined timescales, using performance monitoring tools.
- To develop and maintain excellent links with key stakeholders and external agencies in the area, ensuring involvement at all levels and enabling effective signposting including; Department of Work and Pensions, GP consortia, Job Centre Plus and employers.
- To make a significant contribution to the motivation, development and quality of life to individuals accessing services in line with best practice and national guidelines.
- To manage access to confidential information relating to Individuals, applying Caldecott principles, maintaining confidentiality at all times and reporting information in accordance with policies and procedures.
- To market the services to purchasers, employers, partner organisations and referring agencies using a variety of methods including; presentations, developing promotional material and visits. To facilitate workshops, seminars, marketing and promotion of employment, health and wellbeing.
- To support the personalisation agenda within the service; building effective communication with all individuals, partnership organisations and others.
- To keep up to date with basic knowledge of legislation and its application, particularly employment law, Health and Safety at work, welfare benefits, the National Living Wage, equal opportunities and health and wellbeing, ensuring that services signpost individuals appropriately for further expertise.
- To take on other duties as considered commensurate with the post; including providing support across the Directorate, as defined with Line Management.

Person Specification

Criteria	Essential
Qualifications	Literacy and numeracy skills commensurate with the requirements of the mcch standard assessment e.g. QCF Level 2/3 diploma in leadership in Health and Social Care or equivalent qualification

Knowledge	Individual Placement and Support model/Fidelity Scale Place Then Train approach Job Retention best practice Good understanding of contingency planning A good understanding of the values and principles of mcch Understands challenges for people with varying disabilities A thorough understanding of safeguarding issues and procedures An up to date working knowledge of the welfare benefits system A working knowledge of current legislation and best practice in terms of social policy and personalisation, supporting people in their recovery
Skills / Experience	Substantial experience in the social care field or equivalent transferrable skills Excellent verbal & written communication skills including confidence in working with external agencies Case Management experience including, paid employment, mediation, sustainability and negotiation Creative working practices and organisational skills in supporting individuals with their paid employment aspirations Experience of partnership working Proven experience of working within community settings
Personal attributes	Ability to work under pressure with intense concentration despite interruptions Self-management Resilience Self motivated Self sufficient Ability to Lone Work and manage own time Able to work in isolation and as part of a team Ability to solve problems / take decisions quickly on own initiative Discretion and tact while working with individuals and relatives Belief in employability of individuals with mental health needs, learning disabilities, autism and aspergers Empathic attitude Proactive Solutions focused Positive attitude and the ability to mediate and support individuals and their employers Role model for others Flexible approach
Behavioural Competence	Value Diversity Customer Focus Growing and Developing Working Together Quality Service