

## Job Description

<b>Job Title</b>	Employment Advisor (EA)
<b>Service/Department</b>	Talking Therapies Employment Advisors
<b>Salary</b>	£25,250 (FTE) (pro rata salary £20,200 per annum)
<b>Hours</b>	30 Hours per week
<b>Base</b>	Colchester / Clacton
<b>Responsible to</b>	Senior Employment Advisor (SEA)

### Job Summary:

This role is part of an employment advice service that works closely with clinicians who provide psychological therapies to people with common mental health problems. As an Employment Advisor, you will support service users to gain, return to or retain employment by providing them with personalised and evidence-based advice and guidance.

Working directly and indirectly with Jobcentre Plus, employers, trade unions and employment agencies to keep people in employment and secure employment opportunities. your work will be led by and focused on the aspirations of the client. You will offer the most effective support and examine barriers preventing them from paid employment and whether the individual could develop strategies to address them.

As an Employment Advisor, you will monitor and evaluate the outcomes of your interventions and report on your progress.

### Key Objectives:

1. To manage a caseload of people who have experienced mental health problems and who wish to retain, return to or regain employment.
2. Conduct an employment assessment, discussing the person's job goals and any concerns regarding their capacity for work.
3. Utilise skills to support people, who are facing complex employment situations related to mental ill health to obtain, return to or retain employment.
4. Refer and signpost the person to other support if they have particularly complex barriers.
5. Offer the person support by agreeing an action plan with the person detailing the steps to be taken to either get back into or retain employment and the appropriate support route.
6. Develop in-depth knowledge of the local labour market, local support and new initiatives, taking into account the needs of the client to support effective interventions. Including specialist schemes to help with retaining or finding employment.
7. Work closely with stakeholders to identify appropriate job vacancies.
8. Where appropriate provide help to find the right job and provide advice and support on training and also how to prepare for employer interviews.
9. Aim to identify work solutions that will overcome or minimise difficulties within the workplace. In particular establishing any return to work issues, potential behaviour in the work place, possible work solutions.
10. Provide the person with appropriate tools to enable them to ensure that their needs are met within the workplace and support to either self-advocate or source an appropriate advocate.
11. If appropriate signpost the person to other agencies who will be able to provide advice on other benefits/support the person may be entitled to.
12. Provide personalised support after an individual has returned to work or secured employment to help them to sustain employment.

13. To develop and maintain the integration of Employment support and the wider NHS Talking Therapies service.
14. To appropriately escalate any concerns following the identification of risk and to follow the risk policy and procedures.
15. To attend and actively participate in Supervision, Annual Performance Appraisal and commit to identify and explore training opportunities based on own gaps in knowledge.
16. Keep up to date with the latest updates on employment law, labour market changes and benefits system.
17. To complete all necessary notes on the IAPTus patient management system including questionnaires, reports and summarised notes for each client contact
18. To attend regular Team Meetings, as required.
19. To adhere to the Safeguarding Adults Policy and Safeguarding Children's Policy (as appropriate), follow reporting and recording processes in the event of any Safeguarding incidents.
20. To work within the ethos and policies and procedures of Mid and North East Essex Mind.
21. To work within the parameters of the Organisation's and Service Policies, Processes and Procedures.
22. To uphold all Health and Safety processes and Risk Management both for premises and client and staff safety.
23. Any other duties commensurate with the post and grade.

**Organisational values:** *Post-holders should be able to demonstrate the following:*

<b>Value</b>	<b>Phrase</b>
<b>Honest</b>	Trust in our honesty
<b>Empowering</b>	Giving others strength
<b>Non-judgemental</b>	Treating all as equals
<b>Respectful</b>	Showing admiration for others
<b>Supportive</b>	Here when people need us

**Person Specification**
**POST: Employment Advisor**

Category	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ol style="list-style-type: none"> <li>NVQ Level 3 or equivalent.</li> </ol>	<ul style="list-style-type: none"> <li>Evidence of further study in vocational training, careers advice, job retention and presenteeism or relevant experience gained through work in field.</li> </ul>
<b>Experience</b>	<ol style="list-style-type: none"> <li>Experience of providing vocational/employment support.</li> <li>Experience of supporting people with MH conditions into vocational/employment activities.</li> <li>Understanding of the employment needs barriers and difficulties faced by people with MH conditions.</li> <li>Experience of assessing, planning and facilitating activities that focus on recovery and vocational skills.</li> <li>Experience of working within a multi-disciplinary team</li> <li>Experience of utilising a CRM based system for note taking</li> </ol>	<ul style="list-style-type: none"> <li>Experience of working in a service where agreed targets are in place, demonstrating specific outcomes</li> <li>Experience of assessing, planning and facilitating activities that focus on recovery and vocational skills</li> </ul>
<b>Skills, Abilities &amp; Knowledge</b>	<ol style="list-style-type: none"> <li>Excellent interpersonal and communication skills, both verbal and written</li> <li>Good IT skills</li> <li>Ability to work within a team and foster good working relationships.</li> <li>Ability to prioritise and plan own caseload.</li> <li>Ability to assess individual strengths in relation to employment.</li> <li>Ability to adapt activities to be appropriate for the needs of an individual client.</li> <li>Knowledge of employment and disability related benefits.</li> <li>Understanding of and commitment to Organisation values.</li> </ol>	<ul style="list-style-type: none"> <li>Ability to negotiate with employers on behalf of service users.</li> <li>Ability to be flexible, open and creative in problem solving.</li> <li>Working knowledge of community resources.</li> <li>Knowledge of employment law and the Equality Act 2010.</li> <li>Knowledge of evidence based interventions to support people with common MH problems remain in, return to &amp; gain work</li> </ul>
<b>Personal Characteristics</b>	<ol style="list-style-type: none"> <li>A caring, responsible and positive approach.</li> <li>Reliable, trustworthy and enthusiastic.</li> <li>The ability to travel independently across our locality.</li> </ol>	