



Job Description and Person Specification Pathways to Employment Worker

POST:	Pathways to Employment Worker
LOCATION:	Shipley /community based across Bradford district
GRADE / SALARY:	D1 £24,500 FTE per annum
HOURS:	Up to 37.5 hrs per week
ACCOUNTABLE TO:	Team Leader – Pathways to Employment

Purpose of the Job:

Provide employment related support for clients who have challenges with their mental health.

Main Duties:

- Deliver high quality employment related support for clients both in and out of work, including initial action planning and goal setting, help to understand and overcome barriers to employment, job search skills, C.V. building, interview preparation, confidence building and the development of employability skills.
- Work with clients and employers to set up and manage supportive placement and work experience opportunities.
- Work with employers to keep people in work.
- Use own lived experience of recovery from mental health problems, as appropriate, to inspire and support others.
- Ensure that client notes are recorded in an accurate and timely manner and kept updated.
- Work in line with all relevant safeguarding policies and procedures, ensuring concerns are escalated appropriately.
- Work closely with other health and social care professionals including statutory and voluntary agencies to ensure that support is joined up and of high quality.

Values and Behaviours:

- Create and maintain a culture of respect always challenging and rooting out discrimination and stigma.
- Demonstrate a consistent belief in people and tenacity in supporting people to improve their future.
- Be passionate about our work and inspire others to feel the same.
- Be committed to doing things well and always look for opportunities for improvement.
- Model excellent partnership and team working.



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PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

Knowledge	Method
Qualifications to GCSE Grade 4 or above, or significant equivalent experience	Application
Awareness or knowledge and/or lived experience of the challenges facing people who have difficulties relating to their mental health.	Application Assessment
Knowledge of the employment environment for people who have challenges with their mental health.	Assessment
Experience	
Working with people to help them build confidence, skills and knowledge that will support them in gaining or remaining in employment.	Application
Providing non-judgmental and appropriate support to people who have challenges with their mental health.	Assessment
Experience of using IT systems to record client notes	Application
Skills	
Non-judgmental and supportive interpersonal skills	Assessment
Ability to manage a caseload and workload effectively	Application Assessment
Competent in Word, Excel, Outlook	Application
Values	
A firm belief that all people matter and deserve respect	Assessment
An evidenced belief that everyone can change	Assessment
A track record of delivering on your commitments	Assessment
A personal commitment to equality, diversity, and inclusion	Assessment