

# Job Description and Person Specification

## Talking Therapies Employment Advisor



<b>POST:</b>	<b>Talking Therapies Employment Advisor</b>
<b>LOCATION:</b>	<b>Shipley/Community based across the Bradford District</b>
<b>GRADE / SALARY:</b>	<b>D1 £25,235 FTE per annum</b>
<b>HOURS:</b>	<b>Up to 37.5 hours per week</b>
<b>CONTRACT DURATION:</b>	<b>12 -Months Fixed term</b>
<b>ACCOUNTABLE TO:</b>	<b>Team Leader - Employment</b>

### **Purpose of the Job:**

This role is part of an employment advice service, working closely with clinicians who provide psychological therapies to people with common mental health problems. The post holders will support service users with common mental health problems to gain, return to or retain employment.

The role will involve working directly and indirectly with Jobcentre Plus, employers, trade unions and employment agencies to keep people in employment and secure employment opportunities.

### **Key relationships:**

- Clinical IAPT Staff
- PWP Lead roles
- Administrators within IAPT
- JCP
- External agencies and community groups
- Th Cellar Trust services e.g HR
- Local Advocacy services
- Local Employers

### **MAIN DUTIES**

#### **1. Key Objectives**

- 1.1 To manage a caseload of people who have experienced mental health problems and who wish to retain, return to or regain employment
- 1.2 The EA work will be led by and focused on the aspirations of the client, considering their strengths, difficulties and employment assets in order to offer the most effective support.

# **Job Description and Person Specification**

## **Talking Therapies Employment Advisor**



- 1.3 Conduct an employment assessment, discussing the person's job goals and any concerns regarding their capacity for work. To examine barriers preventing them from paid employment and whether the individual could develop strategies to address them.
- 1.4. Utilise specialist advisory skills to support people, who are facing complex employment situations related to mental ill health to obtain, return to or retain employment.
- 1.5 Refer and signpost the person to other support if they have particularly complex barriers.
- 1.6 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. Action plans need to include abilities, work solutions, preparation for work, disclosure as well as SMART.
- 1.7 The EA will 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.
- 1.8 Where appropriate provide help to find the right job and provide advice and support on training and also how to prepare for employer interviews.
- 1.9 To appropriately escalate any concerns following the identification of risk and to follow the EA Risk Policy.
- 1.10 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.
- 1.11 Provide the person with appropriate tools to enable them to ensure that their needs are met within the workplace. Support to either self-advocate or source an appropriate advocate.
- 1.12 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.
- 1.13 Provide personalised support after an individual has returned to work or secured employment to help them to sustain employment.
- 1.14 To develop and maintain the integration of Employment support and the wider IAPT service.
- 1.15 To report any progress, change or adverse event promptly to a senior EA.

# **Job Description and Person Specification**

## **Talking Therapies Employment Advisor**



- 1.16 Work closely with local agencies to identify appropriate job vacancies
- 1.17 To attend regular supervision with the Senior EA.

### **2. General Requirements**

- 2.1 The EA will have a good understanding of return to work planning.
- 2.2 EAs will be aware of the impact on an individual who is experiencing mental health issues, including loss of confidence, fear of failure etc.
- 2.3 The EA will also be aware that many individuals with mental health conditions may also have primary or secondary health conditions and disabilities. The EA will have the knowledge to understand the work implications of these conditions.
- 2.4 The EA must be aware of and guided by the Job Centre Plus Employment, Health Condition and Disability guidance notes.
- 2.5 To contribute to the development of best practice within the service.
- 2.6 The EA is expected to spend a large part of their working day at a desk using a computer and/or speaking on the telephone
- 2.7 The EA is expected to use a Visual Display Unit (VDU) for a large part of their working day.

### **3. Learning and Development and Training**

- 3.1 Commitment to identify and explore training opportunities based on own gaps in knowledge.
- 3.2 Understand the importance of legislation and procedures.
- 3.3 To keep up to date with accurate information on local resources, facilities, training and employment.
- 3.5 To update existing knowledge by attending relevant training opportunities and CPD arranged by the service.
- 3.6 Keep up to date with the latest updates on employment law, labour market changes and benefits system
- 3.7 Commitment to complete national training programme for EAs.

### **4. Data**

- 4.1 To complete all necessary notes on the IAPTus system including questionnaires, reports and summaries for each client contact.
- 4.2 Collect & report data to support service performance and evaluation

# Job Description and Person Specification

## Talking Therapies Employment Advisor



- 4.3 Contribute where appropriate to national data collection to inform national programme roll out.

### 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.

### 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 NVQ level 3 or equivalent, or significant equivalent experience	<b>Application Assessment</b>
Understanding of the employment needs barriers and difficulties faced by people with MH conditions.	<b>Application Assessment</b>
Awareness of the needs of people with Mental Health conditions. The issues surrounding work and the impact it can have on Mental Health.	<b>Assessment</b>
Knowledge of employment law and the Equality Act 2010.	<b>Assessment</b>
Working knowledge of community resources.	<b>Application Assessment</b>
Knowledge of employment and disability related benefits.	<b>Application Assessment</b>
Knowledge of evidence based interventions to support people with common MH problems remain in, return to & gain work	<b>Application Assessment</b>

# Job Description and Person Specification

## Talking Therapies Employment Advisor



<b>Experience</b>	
Evidence of a good customer service background.	
Experience of providing vocational/employment support.	<b>Application Assessment</b>
Experience of supporting people with MH conditions into vocational/employment activities.	<b>Application</b>
Experience of working in a service where agreed targets are in place, demonstrating specific outcomes	<b>Application</b>
Experience of assessing, planning and facilitating activities that focus on recovery and vocational skills.	<b>Application</b>
Experience of working within a multi – disciplinary team	<b>Application</b>
<b>Skills</b>	
Effective written and oral communication skills.	<b>Application</b>
Basic counselling skills.	<b>Application Assessment</b>
Ability to prioritise and plan own caseload.	
Ability to assess individual strengths in relation to employment.	<b>Application Assessment</b>
Ability to adapt activities to be appropriate for the needs of an individual client	<b>Assessment</b>
Ability to be flexible, open and creative in problem solving.	<b>Application Assessment</b>
Vocational assessment and profiling.	<b>Application Assessment</b>
Ability to negotiate with employers on behalf of service users.	<b>Application Assessment</b>
Ability to collect and report data to support service performance and evaluation	<b>Assessment</b>
Non-judgmental and supportive interpersonal skills	<b>Assessment</b>

# Job Description and Person Specification

## Talking Therapies Employment Advisor



Ability to manage a caseload and workload effectively	<b>Assessment</b>
Competent in Word, Excel, Outlook	<b>Application</b>
Ability to work within a team and foster good working relationships.	<b>Assessment</b>
<b>Values</b>	
A firm belief that all people matter and deserve respect	<b>Assessment</b>
An evidenced belief that everyone can change	<b>Assessment</b>
A track record of delivering on your commitments	<b>Assessment</b>
A personal commitment to equality, diversity, and inclusion	<b>Assessment</b>