

Job Description and Person Specification

Talking Therapies Employment Advisor



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

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.

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- 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.

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- 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

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

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

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Ability to manage a caseload and workload effectively	Assessment
Competent in Word, Excel, Outlook	Application
Ability to work within a team and foster good working relationships.	Assessment
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