

Job Description

Job Title:	IPS Employment Specialist
Section:	Individual Placement and Support (IPS)
Location:	Bromley (Orpington) & Greenwich (Ferryview & Plumstead)
Hours:	37.5 per week
Responsible to:	IPS Team Leader

Role Summary:

To assist in securing sustainable paid employment for a caseload of clients with mental health support needs. To build positive relationships with local employers to identify job opportunities for clients. To work in partnership with clinical teams and mental health hubs, maintaining positive relationships with colleagues to enable a holistic approach to recovery through employment.

Key Responsibilities:

- Manage a caseload of around 20-25 clients who have Mental Health support needs, who are motivated to start/return to paid work.
- Deliver the Individual Placement and Support (IPS) approach for which training will be given (following the eight principles).
- Support clients through regular meetings, understand their key skills, aspirations and goals by completing a vocational profile, and produce an action plan to help them obtain and sustain competitive employment. This includes support with their job search, CV production, application forms, interview techniques and career development.
- Assess client's support needs related to work, which may include benefits calculation and discussions of mental health symptoms with employers.
- Attend weekly clinical team meetings with Oxleas NHS Foundation Trust as an embedded IPS practitioner.
- Source job opportunities for clients through tailored job searches and regular contact with local employers to explore hidden, as well as advertised, employment opportunities.
- Provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategy and ongoing contact with the employer to ensure job retention.
- Once employment has been secured, continue to provide quality service through conducting regular visits, effective monitoring and individual in-work support to clients and employers to help sustain employment.
- Meet and exceed job outcome targets for clients.

Relationship Building Management:

Establish positive and integrated relationships with clinical teams, employers and other service providers. This includes:

- Acting as a **champion** to promote Employment Support within Oxleas NHS Foundation Trust and Mental Health Hub.
- Building a multi-disciplinary approach to the return to work. For example, involving clinical staff (where relevant) in managing symptoms at work, managing conflicts, and medication reviews.
- Building and maintaining employer relationships and maintaining the employer engagement database.
- Arranging regular meetings with clients to monitor and review progress pre- and post-employment.
- Spending time getting to know local employers, in order to negotiate job opportunities that meet everyone's strengths, needs, abilities and preferences.
- Challenging inequalities experienced by clients and addressing existing discrimination, whilst ensuring a process of learning for the organisation.
- Working with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the workplace – this can include exploring 'job carving'.
- Developing effective working relationships with a range of external agencies who can help individuals to achieve their employment goals. This may include local colleges and training providers.

Training and Development:

- To undertake mandatory training as required by Oxleas NHS Foundation Trust policy.
- To undertake training required by South East London Mind.
- To undertake training in the Individual Placement and Support approach.

Other:

- To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework and job outcomes,
- To work independently, reliably and deliver consistently to deliver effective IPS practice.
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation.
- To co-produce service development with clients where possible.
- To collect employment recovery stories from people accessing the service.
- Ensure that all relevant policies are implemented such as information governance, safeguarding etc.
- Work flexible hours as required.

General Responsibilities:

- Work in line with SEL Mind's [Purpose, Vision, Values and Aims](#)
- Positively represent SEL Mind, both internally and externally, and promote our work
- Comply with SEL Mind's policies and quality frameworks
- Promote understanding, awareness and positive attitudes towards mental health and dementia
- Promote equity, diversity and inclusion
- Attend and actively contribute to individual supervision and training sessions, team meetings and organisational events
- Perform other duties appropriate to the role
- Support, encourage and engage active service user and carer participation wherever possible