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## **JOB DESCRIPTION**

**IPS Health Inequalities Employment Specialist - Newham IPS Service**

**Job Title:** IPS Health Inequalities Employment Specialist - Newham IPS Service

**Grade:** NJC scale point 14 currently £26,719, per annum inclusive of Inner London Weighting.

**Contract:** 6 monthsuntil 31st March 2022

**Hours:** Full-Time at 35hrs per week

**Accountable to:** Operations Director, Employment Services

**Supervision by:** Service Manager, IPS Newham

**Location:** Newham/Tower Hamlets sites

**Closing Date:** 9am, Monday 6th September 2021

**BACKGROUND**

**Intersectional disadvantage in the labour market**

70-90% of people with mental health issues would like to work, but only 37% are in paid employment. For people with severe mental illness, it’s just 8% (IPSGrow). Since the onset of the pandemic, workers from black and minority ethnic backgrounds, are more likely to have been made unemployed and less likely to have been furloughed. Those with disabilities and mental health issues have been particularly disadvantaged, with up to 45% of those in employment at the start of 2020 having reported no earnings by the middle of the year (the Health Foundation). The intersectional disadvantage experienced by people with mental health issues from black and minority ethnic backgrounds has been particularly widespread in Newham, where 73% of the population are from black and minority ethnic backgrounds (LB Newham) .

**Individual Placement and Support (IPS)**

Mind in Tower Hamlets and Newham provides a high-quality IPS service in partnership withEast London NHS Foundation Trust. We seek to address the multiple challenges faced by people with mental health issues who want to work by providing high quality, clinically informed supported employment tailored to individuals. This service is provided in line with the internationally acknowledged best practice for supported employment. This approach focuses on supporting individuals into paid work of their choice, and working closely with employers, and their healthcare professionals to support them to succeed into and whilst in employment.

**Mental Health Service Transformation**

The postholder will join this service at an exciting time for mental health services, which has recently undergone a transformation programme, bringing specialist mental health services into primary care through the creation of Mental Health Primary Care Networks. Operating in this context in Newham represents a great opportunity to enable access to people from communities that have historically been underrepresented in mental health services. An important part of this role will be to ensure that this opportunity is realised, specifically in relation to the employment support.

We are now seeking to further improve this service by recruiting to an exciting new role to work specifically to address this intersectional disadvantage experienced by people in Newham.

**JOB SUMMARY**

The IPS service is a two-way partnership, between Mind in Tower Hamlets and Newham and East London NHS Foundation Trust.

The IPS Health Inequalities Employment Specialist (HIES) will have excellent research and communication skills. You will adopt a targeted approach in high level engagement practice when interacting with under-represented communities in the borough of Newham and employers to promote access into employment support and paid employment opportunities. You should have an excellent understanding of barriers to employment faced by people with mental health problems and how these can be overcome, as well as the IPS approach to supported employment, although training will be available. The role will work directly with all relevant stakeholders, including service users, CMHT staff, consultant psychiatrists and employers, as well as families and communities of people from underrepresented communities.

The IPS team consists of six Employment Specialists and an IPS Triage and Administration Assistant working under the direction of the IPS Service Manager who is supervised by the Operations Director to deliver IPS as part of the mental health Primary Care Network teams across Newham.

**Aims:**

* To undertake research to identify ways of engaging with those seldom heard BAME and faith communities whose members are not accessing the support of the IPS service (or of mental health services more broadly) and to identify ways of promoting the service within those communities to address this.
* To identify individuals who have experienced mental health problems within the seldom heard BAME and faith communities and facilitating their engagement with the IPS service to enable them to gain paid employment using the IPS approach, working within East London Community Mental Health Primary Care Networks and specialist mental health services.
* To work with local employers to encourage them to offer opportunities for people from under-represented communities and to work directly with them to enable them to recruit staff from black and minority ethnic communities, who have mental health issues, and subsequently to provide ongoing support to enable individuals placed into work to succeed.
* To work closely with senior clinicians, GPs and mental health service managers to identify and implement ways by which people from seldom hears BAME and faith communities can be supported to overcome the barriers they face in accessing mental health services in general, and supported employment services in particular.

**Tasks**

* In their client-facing work, the postholder is expected to understand and promote the IPS approach followed by the IPS team – for which training will be given. Working directly with all relevant stakeholders, the service user, CMHT and PCN staff, community members and organisations and employers, aiming to improve ease of access to the service that will enable people from seldom heard BAME and faith communities to gain and retain paid employment.
* To be integrated with the IPS service, identifying, and supporting local employers who might benefit from recruiting staff from seldom heard BAME and faith communities.
* To meet regularly with NHS staff to identify ways of improving access and implement new approaches to ensuring people with mental health problems from seldom heard BAME and faith communities are able to access employment support and mental health treatment.
* To work closely with employers to secure employment opportunities for service users.
* To provide education and support to employers, which may include negotiating adjustments, return to work strategies, supporting recruitment campaigns, offering, and organising mental health support for existing employees and on-going contact with the employer to ensure job retention.
* To maintain a professional relationship with the service users of the programme and with staff, with particular attention to confidentiality and the maintenance of boundaries.
* To identify and reach out to people from seldom heard BAME and faith communities in Newham that are underrepresented in mental health services, or in the IPS Service.
* To develop and implement strategies for engaging with individuals from these communities to facilitate their access to IPS supported employment, and to mental health support of all kinds.
* To engage with community-based and culturally specific organisations in order to identify ways of engaging with underrepresented communities and through these relationships, promoting awareness of and access to the IPS service.
* To develop good working relationships with other organisations that provide vocational services and support that can provide specific opportunities to help individuals achieve their employment goals, linking with counterparts in the organisations (for example widening access officers at FE colleges).
* To record information and data accurately, including numbers of job outcomes and records of contact made with employers.
* To participate in NHS administrative and data capture systems which record the progress of individuals, and to keep accurate, complete, and timely records of casework.
* To work closely with the ELFT Newham Mental Health BAME access forum to ensure that the work complements the Forum’s initiatives.

**Training and Development**

* To undertake mandatory training as required by East London NHS Foundation Trust policy.
* To undertake training required by Mind in Tower Hamlets and Newham.
* To undertake training in the Individual Placement and Support approach.

**General**

# Duties required of all Mind in Tower Hamlets and Newham employees

* Undertake the induction programme as devised, and assist, as requested, in the induction and training of new staff, students and volunteers.
* Participate in staff meetings, team meetings, supervision meetings, appraisals. consultancy, training, team development sessions, working groups and other meetings as required, reporting back as appropriate
* Share responsibility for the effective use of systems and procedures regarding service users and other records, finance, staff communications, and the dissemination of good practice and effective workings methods within Mind in Tower Hamlets and Newham
* Deal with complaints in accordance with Mind in Tower Hamlets and Newham agreed procedure. In addition, all staff have a duty to report any breach of service standards to line management
* Share responsibility for good health and safety practices, reporting any concerns to line management any concerns
* Undertake such other duties in accordance with the post holder’s level of responsibility as may be required from time to time to maintain or enhance Mind in Tower Hamlets and Newham services
* Work unsocial hours when required for which time off in lieu can be claimed
* Work as part of a team towards ensuring effective user participation within the service
* Other than where central administrative support is available, to be administratively self-servicing.
* Undertake all duties in accordance with Mind in Tower Hamlets and Newham policies, with reference to the Equality and diversity and Health & Safety policies, and work towards their continuing development and implementation

**All Job Descriptions are subject to periodic review.**

**It will also be reviewed periodically with the aim to reach agreement on changes, but if agreement is not possible, we reserve the right to change the job description**

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**PERSON SPECIFICATION**

**Job title: IPS Health Inequalities Employment Specialist - Newham IPS Service**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **TRAINING & QUALIFICATIONS** | * Educated to A’ Level or equivalent | * Trained in the IPS approach * Full & current driving licence |
| **EXPERIENCE** | * Experience of working with and supporting people who have experienced mental health issues (or other unemployed disadvantaged groups) into employment | * Experience of partnership working negotiation and liaison work with other agencies * Experience of opening up job opportunities with a range of employers * Experience of working with alcohol or substance misuse related issues * Experience of working with young adults (18-25) |
| **KNOWLEDGE & SKILLS** | * A good understanding of the principles and practice of supported employment * Vocational assessment and profiling skills * Basic coaching skills * Knowledge of disability and special needs issues, policies, and legislation in relation to employment * Good written and verbal communication skills * Good IT skills * Good numeracy and information management skills * Excellent interpersonal skills * An ability to negotiate diplomatically and effectively with external staff managers and employers * Can demonstrate a high level of perseverance, being committed to seeing plans through to their conclusion with agreed timescales * Understanding of the issues facing people with mental health problems seeking employment | * Knowledge of Employment law |
| **OTHER** | * Ability to travel quickly and efficiently across the Borough. | * Personal experience of mental health issues |