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**IPS EMPLOYMENT SPECIALIST**

**Job Advert**

**Job Title:** IPS Employment Specialist

**Grade/salary:** NJC SCP 19, currently £31, 491 per annum inclusive of Inner London Weighting

**Hours:** Full-Time, 37.5 hrs p/wk

**Accountable to** MindTHNR Operations director

**Supervised By:** IPS Service Manager

**Location:** Stratford, E15 and across ELFT sites (Newham)

**Contract Term:** March 2024 possibility of extension

**Closing Date:** Open

**Interviews:** TBC

**Job description/Purpose of the role**

As an Employment Specialist with Mind Tower hamlets, Newham and Redbridge, you will make a positive difference to our racialised diverse communities across the borough of Newham by supporting the delivery of Newham IPS service which aims to support people with mental health conditions to secure and retain sustainable paid employment.

You will be a self-motivated and target-driven individual who has a strong track record of delivering effective outcomes for clients.

The postholder will be directly employed by Mind Tower hamlets, Newham and Redbridge but work under an Honorary Contract from East London Foundation Trust.  They will be managed directly by the IPS service Manager but work as team member within the clinical team in ELFT. The role is dynamic and involves being integrated in a clinical team, working within the community.

**Key Responsibilities**

* The postholder is expected to deliver the Individual Placement and Support approach – for which training will be given. Working directly with all relevant stakeholders: the service user, CMHT staff, consultant psychiatrists and employers, aiming to enable the majority of the service users on the caseload to gain and retain paid employment.
* To be integrated with the Trust CMHT, being responsible for service users who have been referred by NHS colleagues.
* To meet regularly with NHS staff to co-ordinate and integrate employment support into mental health treatment.
* To prepare individuals for a return to work through assessing each person’s employment needs through vocational profiling/assessment and action planning.
* To undertake job development activities to secure employment opportunities for service users.
* To provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategy and on-going contact with the employer to ensure job retention.
* To provide individualised support to service users once they have returned to work to assist them in sustaining employment.
* To work flexibly as required by the individual and the employer which may require some working out of normal office hours.
* 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 develop good working relationships with other organisations which provide vocational services and support that can provide specific opportunities to help individuals achieve their employment goals.
* 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.

**You must have:**

* Experience of working within recruitment, welfare to work or IPS programme, or similar relevant role.
* Experience of working towards challenging targets
* Experience of opening up job opportunities with a range of employers
* Understanding of the issues facing people with mental health problems seeking employment
* Excellent written and verbal skills with the ability to communicate with others.

The benefits of working for the organisation include 28 days annual leave + Public Holidays, Development and Growth opportunities, Company Pension Scheme and an Employee Assistance Programme.

Post is subject to an enhanced Disclosure Barring Service check and Right to Work Checks.

As an anti-racist, anti-discriminatory and inclusive organisation, we strongly welcome applications from all sectors of the community.

To apply please send your CV together with a cover letter stating why you wish to apply and how you meet the role requirements and email to recruitment@mindthnr.org.uk