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**Job Description and Person Specification**

**IPS Employment Specialist**

Job Title: IPS Employment Specialist, Newham (x2 roles)

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

Hours: Full Time, 37.5 hours (potential for part time job share)

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

**About Mind in Tower Hamlets, Newham, and Redbridge**

We are a local, registered charity affiliated to national Mind. The organisation supports those with mental health issues in Tower Hamlets, Newham and Redbridge towards recovery and leading a better life.

We work with communities from diverse backgrounds and continually invest in building an inclusive organisational culture with diverse leaders through active Listening, Learning and Leading. Over the last 18 months we have explored racism and the impact that this has had on the lives of our clients and staff. This has resulted in the development of our strategic objective towards becoming an anti-racist organisation (ARO).

**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.

**Adopting our Organisation culture**

We have a strong reputation for delivering high quality services and achieving positive outcomes.

Our practices are underpinned by our Professional Code of Ethics, Code of Conduct and organisational values. We expect everyone to embrace our culture, ethos and our anti-racist, anti-discriminatory and inclusive practices throughout their work.

**Key Responsibilities**

The aims of this role are:

To support people who have experienced mental health problems to gain paid employment using the IPS approach, working within East London Community Mental Health Teams (CMHTs).

To work directly with employers to secure employment opportunities, and subsequently to provide ongoing support according to both the employee’s and the employer’s needs.

* 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.

**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, Newham and Redbridge.
* To undertake training in the Individual Placement and Support approach.

**General**

* To reflect on your own practice and participate in team meetings, practice development forum, and supervision.
* Identify your own training and development needs in conjunction with Line Manager and participate in training opportunities.
* To develop an awareness of local and national developments and best practice in this area of work and to attend relevant conferences, meetings and training events as required.
* Where appropriate and dependent on caseloads, manage volunteers and other team members as required.
* opportunities, activities, and support, bringing people together and supporting them to remain confident and independent in their everyday lives.

**Duties required of all MindTHNR Employees**

* Act as an ambassador and represent Mind in Tower Hamlets, Newham and Redbridge at external functions, events, giving talks and presentations to inform and inspire.
* Comply with, promote, and contribute to the development of MindTHNR’s: Aims and Values, Equality, Diversity and Inclusion principles and all organisational policies.
* Attend appropriate internal, external training courses, E-Learning, supervision, and staff team meetings and away days.
* Other than where central administrative support is available, to be administratively self- servicing.
* To carry out other duties consistent with the pos

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**IPS Employment Specialist**

**Person Specification**

Outlined below are the experience, skills and knowledge required to carry out the tasks in the job description. Please ensure that you use examples to demonstrate that you meet each individual criteria within the application form.

|  |  |  |
| --- | --- | --- |
| **No.** |  | **Essential/**  **Desirable** |
| **Qualifications** | | |
|  | | |
|  | Educated to A Level or equivalent | E |
| **Experience** | | |
|  | Experience of working within recruitment, welfare to work or IPS programme, or similar relevant role. | E |
|  | Experience of working towards challenging targets. | E |
|  | Experience of opening up job opportunities with a range of employers | E |
|  | Experience of partnership working negotiation and liaison work with other agencies | E |
|  | Experience of using skills and tools such as coaching or motivational interviewing techniques | D |
| **Skills/Knowledge/Ability** | | |
|  | Understanding of the issues facing people with mental health problems seeking employment | E |
|  | Can demonstrate a high level of perseverance, being committed to seeing plans through to their conclusion with agreed timescales. | E |
|  | Excellent IT skills, including Microsoft Office and Database entry | E |
|  | Knowledge of anti-discriminatory practices and the ability to challenge for change | E |
|  | Excellent interpersonal skills, with the ability to listen, empower and inspire | E |
|  | Ability to work on own initiative and demonstrate the ability to organise own workload and set priorities | E |
|  | Excellent written and verbal skills with the ability to communicate with others | E |
|  | Knowledge of disability and special needs issues, policies and legislation in relation to employment | D |
|  | To be open to learning and finding creative solutions with a commitment to personal development and willingness to regularly update skills and experience | E |
|  | A knowledge of importance of delivering culturally competent services and a commitment to ensuring this is embedded into your practice. | E |
| **Personal** **Attributes** | | |
|  | A can-do, upbeat and energetic attitude. | E |
|  | Thrives on challenging targets | E |
|  | Commitment to personal development and willingness to regularly update skills and experience. | E |
|  | Be self-motivated and looking for a unique challenge. | E |
|  | A commitment to Equity, Equality and Diversity | E |
|  | Willingness to adhere to ELFT and MindTHNR mission and values | E |