Job Description

Post Title: **Employment Advisor**

Salary Band: **C (Managerial and Corporate)**

Accountable to: **Senior Employment Advisor**

Job Summary

To provide skills based interventions, information and practical support to help people receiving IAPT services to:

- Retain employment
- Exchange employment for another more suitable role
- Return to employment from a period of sickness absence from work
- Access employment for the first time or after a substantial period of absence from the labour market

Key Responsibilities:

Service Delivery & Outcomes

- To work as part of the IAPT Talking Therapies team supporting employed people who are looking to re-enter the workplace after a period of sickness to maintain or adapt their current employment, work with Employed people who are at risk of losing their job or are struggling at work and working with unemployed people to help them plan a route into meaningful activity and employment.
- To undertake employment assessment interviews with customers to help identify their employment support needs, job goals, ambitions and skills and to provide personalised support to individuals to help them maintain, regain or take up employment within an agreed timescale.
- To understand psychological therapies provision, employment law legislation, the local labour market and where to access opportunities, benefits systems and developments within provision for people with MH issue.
- To prepare and support individuals where it is more appropriate for them to change their employment
- To negotiate with employers and others (occupational health departments, HR departments, line managers and Union Rep's), in order that adjustments to an individual's work are made where necessary
- To develop robust working relationships with other agencies that may be better equipped to help them gain or maintain employment, or help them undertake work related training, such as statutory employment agencies, further education colleges and other organisations working in the field
- To maintain records and track progress of all employment related activity for each individual, ensuring that health and employment support are fully integrated.
- To actively engage in team meetings, supervision training and personal development arranged through the host organisation (MHC/Insight Healthcare) and other appropriate providers

Communication

- Actively contribute to a culture of positive communication
- Actively participate in Departmental communications
- Ensures effective written, verbal and I.T. communication both within Insight and with external agencies.

Creativity and Innovation

- Willing to come up with ideas and suggestions for new ways of working that will ultimately improve overall performance and service delivery.
- Receptive to new ideas put forward by managers and peers.
- Positive about change and organisational developments.

Contacts and Relationships

- Positively engage with colleagues and act as advocate for the organisation.
- Demonstrates a willingness to support and help others.
- Has an open and friendly persona with people they come into contact with, developing positive relationships.
- Demonstrates compassion, empathy and understanding with contacts.
- Treats all people with respect and dignity, dealing with them fairly.

Decision Making

- Gathers verifies and assesses all appropriate and available information to gain an accurate understanding of the situation.
- Seeks advice and direction where necessary from supervision involving decisions that may involve an element of risk.
- Acts in a manner consistent with the values of the organisation.

Planning and Organising

- Maintains and organises workload to ensure effective prioritisation and delivery of objectives.
- Demonstrates effective time management.
- Gets planned work completed within daily deadlines.

Financial Management

- Effectively manage resources within your control

Risk Management

- Identify potential risks faced by the Organisation and propose measures to mitigate against such risks.

Organisational culture - Support an organisational culture that values:

- Compassion and hopefulness
- Being open and friendly
- Inclusivity and fairness
- Experience and expertise
- Hard work, creativity and innovation
- Going the extra mile with people to achieve the right outcomes

Personal development

- Ensure the maintenance of standards of practice according to the employer and any regulating, and keep up to date on new recommendations / guidelines set by the department of health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).
- Ensure that client confidentiality is protected at all times.
- Be aware of, and keep up to date with advances in the spheres of treatment for common mental health problems.
- Ensure clear objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.
- Participate in individual performance review and respond to agreed objectives.
- Keep up to date all records in relation to Continuing Professional Development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models / developments.
- Attend relevant conferences / workshops in line with identified professional objectives.
- Other interests in the course of their official duties.

Information Governance

- Comply with information governance training as laid out in the Initial IG Induction Training and Second Stage Governance Induction Training documents which include training on information security responsibilities, encryption, home working and remote access where applicable, as well as records management and information quality responsibilities.

Health and wellbeing

- Take responsibility for own health and wellbeing
- Maintain an awareness of the Group's staff wellbeing strategy
- Contribute to the promotion of staff wellbeing within the Organisation

Health and safety

- Develop and maintain a working knowledge of Health and Safety policies and procedures.
- Take all practical steps to ensure your own personal health and safety at work and the health and safety of those you work with.

Equality and Diversity

- Act in ways that support equality and value diversity.
- Help to develop and maintain an organisational culture that supports equality and diversity.

Estates and facilities

- Monitor, and where possible, maintain and improve environments to ensure they are fit for purpose and protect the organisations reputation.

Confidentiality

- The post holder must maintain the confidentiality of information about clients, staff and Insight business in accordance with the Data Protection Act 1998 and Caldicott principles.

Other

- Undertake any reasonable duties/responsibilities to meet the needs of the Group

This job description is not intended as an exhaustive list of duties and responsibilities of the post, but reflects the main areas involved. It will be subject to review and amendment in the light of developing service needs and all post holders are expected to undertake any reasonable duties/responsibilities to meet the needs of Concern Group.

Person Specification

	Essential Criteria
Skills and Experience	**Service Delivery & Outcomes** - Experience of working in mental health or social care sector and providing advice, guidance and ideally employment support to people with disabilities or other vulnerable groups. - Ability to work under pressure and to tight deadlines - Ability to collate and analyse data and present material clearly and concisely **Creativity and Innovation** - Ability to work on your own initiative, use own judgement and make decisions - Able and willing to regularly work without direct supervision, using initiative - Willing to develop knowledge/skills - Able to identify personal strengths and recognise opportunities for personal development - Demonstrates the ability to proactively explore new ways of working that will improve overall performance and service delivery. **Contacts and Relationships** - Very good interpersonal skills - Ability to develop good working relationships at all levels both internally and externally - Ability to promote teamwork , establish and maintain effective working relationships - Able to express views, positively and constructively. - Willing to work collaboratively **Communication** - Good written and oral communication skills - Good report writing skills. - Competent Internet user - Good IT skills, including knowledge of a range of software packages (including Excel, Outlook, PowerPoint and Word) **Planning and Organising** - Ability to prioritise and manage/coordinate a range of different tasks - Very good organisational and time management skills, able to manage and prioritise own work

Qualifications & Training	- GCSE Maths and English (Grades 4/C or above) or equivalent
Knowledge	- Employer engagement to open up opportunities and raise awareness of employing people with a disability. - A thorough understanding of the support needs of vulnerable individuals in relation to gaining employment. - General knowledge and understanding of the appropriate legislation – employment law, Equality Act, Disability Discrimination Act. - An understanding of and determination to work within the context of equal opportunities.
Values & Personal Attributes	- Discretion and an understanding of confidentiality issues - Proactive, creative, and resourceful - Display a professional and courteous manner - Attention to detail - Is prepared to learn new skills Our organisational values of: - Compassion and hopefulness - Being open and friendly - Inclusively and fairness - Experience and expertise - Hard work, creatively and innovation - Is prepared to go the extra mile with people to achieve the right outcomes