

JOB DESCRIPTION

Job title	Employment Advisor
Department	Wakefield Talking Therapies (IAPT service)
Reports to	Senior Employment Advisor
Grade	3

Job purpose	<p>Working as part of a specialist team of employment advisors and working closely with clinicians who provide psychological therapies to people with common mental health problems, the post holder will support service users to obtain suitable employment or to retain their current job.</p> <p>The role involves working directly with IAPT Clinical staff and with a range of external agencies, community groups and organisations including, but not limited to: Jobcentre plus, trade unions, employers, employment agencies and advocacy services.</p>
Key accountabilities	<p>General</p> <ul style="list-style-type: none"> • To work in a person-centred way. Being led by and focussing on the aspirations of the client, considering their strengths, difficulties and employment assets in order to offer the most effective support. • To comply with and adhere to all Turning Point corporate policies and local policies. <p>Advice, Guidance and Assistance</p> <ul style="list-style-type: none"> • To manage a caseload of clients who have experienced mental health problems and want support to obtain a job or to retain their existing employment. • To utilise specialist advisory skills to support people, who are facing complex employment situations related to mental ill health to obtain, return to or retain employment. • To conduct employment assessments (including exploration of the client's job goals, aspirations, barriers to employment and any concerns regarding their capacity for work). • To explore develop and apply evidence-based strategies to address or mitigate identified barriers. • To provide practical work focussed assistance to clients, including but not limited to, support with the completion of application forms, job search, CV writing and interview preparation.

	<ul style="list-style-type: none"> • To devise and agree with the client a SMART (specific, measurable, achievable, realistic and time-bound) action plan detailing the support to be provided and steps to be taken to assist the client to obtain employment or retain their existing employment. • To provide clients with careers advice and advice in respect of employment opportunities within the local labour market. • To identify work solutions that will resolve or mitigate potential difficulties that clients may experience in the workplace (inc. return to work issues and issues resulting from behaviour in the workplace). • To advocate and/or negotiate on behalf of clients and to support clients to negotiate with employers and/or other agencies. • To refer and signpost clients, where appropriate, to other agencies/organisations/advocacy service that can provide specialist support or advice. • To provide support clients after they have returned to work or secured employment in order to help them sustain in employment.
	<p>Administration and Data Capture</p> <ul style="list-style-type: none"> • To maintain records and report data (inc. performance data) as directed by the senior employment advisor (inc. maintaining data bases and spreadsheets).
	<p>Market Awareness, Networking and Creating Opportunities</p> <ul style="list-style-type: none"> • To develop an in-depth knowledge of the local labour market and liaise with employers in order to identify or create opportunities for clients. • To work closely with local agencies and initiatives to identify appropriate job vacancies. • To maintain knowledge of local resources, facilities, training and support services. <p>To liaise with IAPT clinical staff maintaining and developing the integration of employment support and mental health treatment.</p>

	<p>Professional Development</p> <ul style="list-style-type: none">• To undertake required training (including training mandated by Turning Point).• To continually evaluate own skills and knowledge and proactively seek opportunities to address gaps in knowledge and/or to enhance or develop own skills.• Participate in regular supervision and personal development planning with the senior employment advisor and to seek advice and support in respect of complex issues.• Participate in regular team meetings and joint team meetings.• To contribute to the development of best practice within the team/service.• To keep up to date with relevant employment law, labour market conditions and the benefits system (inc. DWP/Jobcentre plus guidance notes in respect of Employment, Health and Disability). <p>Duty of Care</p> <ul style="list-style-type: none">• To appropriately escalate any concerns following the identification of risk.• To promptly report change or adverse events to the senior employment advisor.• To follow and adhere to Turning Point risk management, safeguarding and incident management policies. <p>Other Duties</p> <ul style="list-style-type: none">• Work in line with Turning Point's policies and procedures.• Understand and comply with all health and safety requirements relating to oneself and clients you are working with.• To communicate in a way that recognises difference and ensures that people feel included.• Contribute to the development of Turning Point's policies, projects and plans relating to equality, diversity and post treatment support• To manage own time, diary and day to day work effectively.• To maintain accurate expense and mileage claims and submit claims in timely manner, providing receipts as required
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	<ul style="list-style-type: none"> Undertake any tasks consistent with the level of the post and the scope of the role, ensuring that work is delivered in a timely and effective manner. <p>Duties may vary from time to time, without changing the general character of the post or the level of responsibility.</p>
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Dimensions	Direct reports	0
	Total staff overseen	0
	Internal contacts	<ul style="list-style-type: none"> Employment Advisors Senior Employment Advisor IAPT Clinical Staff Members of the MH Business Unit Wider Turning Point managers, operational colleagues and colleagues from Turning Point Central Service Departments.
	External contacts	<ul style="list-style-type: none"> Clients using the service DWP / Jobcentre plus Local Employers Local community and voluntary sector, statutory organisations
	Planning outlook	<ul style="list-style-type: none"> Required for 1 to 1 sessions
	Financial authority	<ul style="list-style-type: none"> Manage own expenses. Contribute to gaining best value from resources that may be available within the service.

PERSON SPECIFICATION

Job title	Employment Advisor	
Personal effectiveness	<p>Essential</p> <ul style="list-style-type: none"> • Possessing strong interpersonal skills with the ability to actively listen, empathise with people and provide person-centred support in a non-judgemental way. • Having effective written and oral communication skills. • Having strong organisational, time management and organisational skills. • Ability to adapt own approach and activities in a way that is appropriate to meet the needs of individual clients. • Ability to work as part of a multi-disciplinary team and foster good working relationships. • Committed to promoting a positive image of people with mental health conditions, learning disabilities and other health conditions or disabilities. • Ability to support people in a way that inspires trust and confidence, motivating others to reach their potential. • Ability to work flexibly and enthusiastically within a team or on own initiative • Possessing a high level of emotional resilience and able to work well under pressure • Able to provide a culturally sensitive service, supporting people from all 	<p>Desirable</p> <ul style="list-style-type: none"> • Basic counselling skills • Training in motivational interviewing /coaching or equivalent. • Fluency in a language other than English.

	backgrounds and communities, respecting lifestyles and diversity	
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Technical effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to work as part of a multi-disciplinary team and foster good working relationships. • Ability to organise, plan and prioritise own workload and to take personal accountability for actions. • Understanding of, and commitment to, equality, diversity and inclusion. • Knowledge/experience in assessing risk presented by clients to themselves and others. • Understanding of when it is appropriate to refer people to other health professionals (e.g. when there is a mental health need requiring a qualified practitioner). 	<ul style="list-style-type: none"> • Knowledge of harm reduction, suicide and self-harm awareness

Acquired experience & qualifications	Essential	Desirable
	<ul style="list-style-type: none"> • Educated to Level 3 (A'level or equivalent qualifications). • IT literacy • Experience of providing employment/vocational support. • Experience of return to work planning/developing action plans. • Understanding of barriers to employment and difficulties faced by people with mental health conditions 	<ul style="list-style-type: none"> • A bachelor's or higher degree in a subject relevant to the job role. • Experience of using Microsoft Office suite (Word, Excel, PowerPoint, Outlook & Publisher). • Experience of using databases • Experience of supporting people with mental health conditions into employment. • Experience of supporting marginalised groups and/or people with high level of social and health need. • Knowledge and experience of delivering evidence-based interventions that support people with mental health

	and the barriers and difficulties faced by people with other health conditions and disabilities.	conditions to obtain or remain in employment.
	<ul style="list-style-type: none"> • Understanding the work implications that may result from mental health conditions. • Knowledge of employment law (inc. the Equality Act 2010). • Commitment to personal and professional development 	<ul style="list-style-type: none"> • Awareness of DWP and Jobcentre plus guidance notes on Health Conditions and Disability. • Knowledge of employment and disability benefits (inc. PIP and Access to Work). • Experience of working in a service with performance targets.

Other requirements	Essential	Desirable
	<ul style="list-style-type: none"> • Satisfactory references and DBS criminal record checks. • Access to own transport and ability to travel across the locality on a regular basis. 	