**Job Description**

# Main Duties

1. Has a working knowledge and understanding of mental health and the impact this has on employment.
2. Develop and maintain links with local employers, organisations and service providers, arranging and securing placements, employment opportunities and education and training as appropriate. Provide a first point of reference for agencies and employers working with mental health clients, and offer a mediation service for clients and employers.
3. Work within a multi-disciplinary team including care co-ordinators to deliver the service as part of the overall Living Life Well Programme. Co-ordinate and attend case conferences with other agencies/care co-ordinators and employers.
4. Liaise with care co-ordinators when dealing with any issues regarding clients’ mental health needs at all stages of engagement with the service.
5. Coach and use tools to explore and identify individual client’s strengths, skills and barriers in relation to employment opportunities, respecting their right’s to choose interventions.
6. After understanding needs, formulate an appropriate and achievable individual Action Plan for clients, to ascertain short, medium and long term goals in relation to employment aspirations, specific mental health needs and financial considerations. Identify and coordinate a range of recruitment and selection strategies to secure and sustain employment for our clients.
7. Support individuals to develop ‘my story’- a way of telling their story, capturing their goals and co-design a journey of support
8. Provide help, support and advocacy and mediation for clients accessing opportunities (ie confidence building, filling application forms, arranging interviews, accompanying where appropriate etc).
9. Has experience working with individuals with multifaceted mental health needs and complexity- including serious mental illness and deliver mental health awareness training to employers and service providers.
10. Develop training sessions and resources to deliver job search skills training for individuals and groups of clients.
11. Work as part of the Routes to Work team, sharing information and supporting other professionals with different roles within the team, with a commitment to promoting positive working relationships.
12. Manage a caseload of individuals with complex needs and maintain detailed case records of actions taken in relation to client activity on computerised systems.
13. Attend regular supervision with Line Manager.
14. Receive clinical support if required from related mental health professionals.
15. Work in accordance with organisational policies and procedures.
16. Attend team meetings and feedback progress for any specific areas of work.
17. To be committed to mandatory training and/or achieving a Diploma in Supported Employment (if not already held)
18. To take on any other duties as commensurate with the role as required.
19. Support service design, coproduction, development and improvement ensuing quality is maintained throughout and identification of spaces and places to build a network of places across T&G that people can connect with

Routes to Work (Supported Employment Tameside)

EMPLOYMENT OFFICER (Mental Health Living Life Well Programme)

### Person Specification

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|  |  |  | Assessed by |
| 1. | Educated to Level 3 or equivalent experience. | E | Application |
| 2. | Understanding of mental illness and the barriers faced by people with mental health problems who wish to access/retain employment opportunities. | E | Application/  Interview |
| 3. | Commitment to and understanding of social inclusion, anti discriminatory practice, and equal opportunities. | E | Application/  Interview |
| 4. | Ability to use assessment tools and formulate action plans. | E | Application/  Interview |
| 5. | Ability to communicate and network with a range of people, including clients, mental health professionals and employers. | E | Application/  Interview |
| 6. | Ability to devise and deliver training material/presentations to employers, related professionals and other organisations. | E | Application/  Interview |
| 7. | Ability to work as part of a team developing innovative approaches, and share information. | E | Application/ Interview |
| 8. | Awareness of benefits issues and welfare rights issues. | D | Application/ Interview |
| 9. | Experience in marketing opportunities for example with employers/organisations. | D | Interview |
| 10. | Experience of working with employers. | D | Application/ Interview |
| 11. | Experience of working with employment models such as supported employment. | D | Application |
| 12. | Experience of recruitment. | D | Application |
| 13. | Diploma in Supported Employment | D | Application/Interview |

14. An ability to fulfil all spoken aspects of the role with confidence through the medium of English

**E - Essential requirement** without which the candidate would be unable to carry out the duties of the post.

**D - Desirable features** which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.