



Hampshire Psychological Therapies Service

JOB DESCRIPTION

- Job Title:** **Employment Adviser (Improving Access to Psychological Therapies (IAPT) italk** (employed by Solent Mind)
- Salary:** **£22,829 to £24,584 pro rata per annum**
- Hours:** **1 x 37 Hours and 1 x 33.5 Hours**
- Reports To:** **Senior Employment Adviser**
- Location:** **italk - TARC West Hub - Eastleigh
(currently home working in line with Covid-19 guidance)**
- Direct Reports:** **None**
- Key Relationships:** **IAPT Step 2 team, IAPT Step 3 team, Southern Health Foundation Trust, NHS Hampshire, IAPT Locality teams, Job Centre Plus, employment agencies and any other employment support service**

Job Summary

The focus of the Employment Adviser (IAPT) role is to provide employment advice, information and practical support to help people receiving IAPT services to retain their employment. The role will be based in the Step 2 IAPT team. The post will work with a caseload of clients and in addition will provide employment related information as required by italk clinical staff at both Step 2 and 3.

PRINCIPAL DUTIES & RESPONSIBILITIES

Main Responsibilities

- To work with a caseload of people who are experiencing mental health problems to provide interventions to enable them to retain their employment, exchange to a more suitable job role, or return to their current employment after a period of sickness absence from work.
- To conduct one-to-one initial assessments with clients of the IAPT service who require employment support to identify and assess each person's individual employment needs to help them retain their employment.
- To use on-line digital platforms for facilitating virtual workshops and presentations.

- To comply with all requirements relating to data collection within the service, including input of case notes and other relevant information onto information systems, developing and maintaining the Employment Care Pathway on IAPTus.
- To liaise closely with practitioners and therapists on shared cases as necessary.
- To provide follow up support to individuals where necessary once they have returned to work to help them in maintaining their current employment.
- To engage and work with employers when appropriate to retain employment for people who have experienced mental health problems.
- To develop good working relationships with relevant external organisation and agencies.
- To provide education and support to employers, as agreed with the individual, in relation to return to work strategies and negotiating adjustments to ensure job retention.
- To keep up to date on changes and developments in legislation and national and local policies, particularly in relation to employment, benefits, social inclusion, and mental health, and to share that information as appropriate with the italk team.
- To provide information and advice to support good practice in relation to supporting good mental health in the workplace.
- To provide information to clinical staff as required on employment related issues.

Service delivery and development

- To actively develop relationships with key employment agencies and relevant services in the identified locations and enable signposting.
- To meet the monitoring requirements set down in the contracts including the collection, analysis and distribution of the identified data set for employment and job retention.

Professional relationships

- To work closely with Step 2 and Step 3 colleagues in all hubs to deliver IAPT services.
- To work collaboratively with the Senior Employment Adviser, other Employment Advisers, Step 2 Clinical Lead and Head of Services to embed the Employment Advisor role within the IAPT service.
- To work collaboratively with other agencies, including Solent Mind services to share good practice, training and information.
- To represent and promote the Hampshire italk service as required.

- To maintain networks with other employment related agencies and similar regional and national projects.
- To uphold the values, aims, and key policies of Solent Mind and contribute to policy development for this service.

General

- To uphold the aims and values of Solent Mind.
- To contribute to the ongoing development of the service and to best practice.
- To work within Solent Mind policies and procedures.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.
- All employees have a responsibility to prevent abuse and neglect and report concerns.
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current Data Protection legislation and Security and Confidentiality Policies.
- Undertake not to abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

This list is non exhaustive and other duties may be required to be undertaken to meet the needs of Solent Mind.

**Person Specification****Employment Adviser (Improving Access to Psychological Therapies (IAPT) italk**

| Requirement | Essential or Desirable |
|---|--|
| <p>Qualifications / Education / Training:</p> <p>CIPD Qualified or relevant experience</p> <p>IT skills and knowledge of data input</p> <p>Qualified to level 3 Information, Advice & Guidance standard or equivalent, and/or relevant experience</p> | <p>Essential</p> <p>Essential</p> <p>Desirable</p> |
| <p>Experience:</p> <p>Experience of working within an Employee relations environment</p> <p>Experience of working with people with diverse and complex needs</p> <p>Experience of working in a mental health setting</p> | <p>Essential</p> <p>Desirable</p> <p>Desirable</p> |
| <p>Knowledge/Skills/Competencies:</p> <p>Excellent communication skills, both written and verbal</p> <p>Experience of using on-line digital platforms for facilitating virtual workshops and presentations.</p> <p>Knowledge of working within Employment Legislation</p> <p>Ability to prioritise and manage appointments and work-load</p> <p>Understanding of the barriers people with mental health issues face in relation to retaining their employment</p> <p>Responsive to diversity issues</p> <p>Positive attitude to people with mental health problems</p> <p>Adherence to confidentiality in working practices</p> <p>Able to maintain appropriate relationships with clients, staff and other agencies</p> | <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |
| <p>Other:</p> <p>High degree of personal and professional organisation</p> | <p>Essential</p> |

| Requirement | Essential or Desirable |
|--|------------------------|
| Strong commitment to team working | Essential |
| Commitment to Solent Mind's values | Essential |
| Commitment to Solent Mind's Equal Opportunities and Diversity policies. | Essential |
| Willingness to undergo a relevant DBS Check if required | Essential |
| Ability to travel within geographical work area | Essential |
| Flexibility with working hours to include working occasional evenings and weekends when required | Desirable |

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| <p>Date job originated: Date job reviewed: November 2020 Reviewing Manager: Jo Moxham</p> |
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DBS NOTE TO APPLICANTS

Disclosure & Barring Service And Recruitment Of New Staff

Solent Mind has registered with the Disclosure & Barring Service (DBS), previously known as CRB, in order to make safe, well informed recruitment decisions. We are ensuring that all our relevant policies meet legal and best practice requirements.

We have assessed the post of:-

EMPLOYMENT ADVISOR

As requiring an:-

Enhanced & Barred level of disclosure.

All convictions, including convictions which would otherwise be "spent" under the Rehabilitation of Offenders Act 1974, must be disclosed for the purposes of this job application.

Solent Mind will determine the relevance of any convictions to the post applied for in line with guidance from the DBS.

Any applicant who is offered employment will be subject to a DBS check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. Applicants will have the opportunity to discuss any disclosure information before a final decision is made as part of the post interview process.