

SAMH Role Profile

Job Title	IPS Employment Specialist
Job Family	Employment
Department/Service/Area	National Employment Team / IPS
Reports to	Employment Solutions Manager
Direct Reports	None

Role Summary	<p>To work with a Community Mental Health Team (CMHT) in a designated NHS Region to implement the Individual Placement and Support (IPS) model to support people who have experienced mental health problems into employment.</p> <p>To work directly with employers to secure employment opportunities and subsequently to provide on going support to meet both the employee's and employer's needs.</p> <p>To deliver performance targets, detailed in the local IPS implementation plan, for supporting people who have experienced mental health problems into employment.</p> <p>To promote the IPS model and SAMH to partner agencies and the wider community.</p> <p>To support the delivery of the SAMH National Employment Team targets, ensuring the provision of high quality customer-focussed services operated within the demands of all relevant contracts and programmes.</p> <p>To support the implementation of the SAMH Corporate Strategy and contribute to the wider work of SAMH as required.</p>
Essential Duties and Responsibilities	<p>Key Result Areas</p> <ul style="list-style-type: none"> • Delivery of targets as specified in relevant contract(s) • Integrating into a CMHT within a designated NHS Region as an IPS Employment Specialist, working with team members to identify service users who want to enter employment. Championing the IPS and Recovery models in all aspects of the service including attending events, delivering presentations, preparing reports and representing SAMH as appropriate. • Meeting contractual compliance • Developing and maintaining effective relationships with local and national employers • Conducting information, advice and guidance sessions with SUs. • Formulating action plans to assist SUs to remove barriers to achieve

	<p>their employment.</p> <ul style="list-style-type: none"> • Assisting SUs in their search for work and actively seeking out and securing suitable employment/self employment or training, which match client's skills, experience and aspirations. • Providing quality support services to clients through effective planning, monitoring, evaluation and review of their requirements in partnership with them • To build and maintain a range of key local relationships pertinent to the activities of the SAMH National Employment Team.
<p>Key Working Internal Relationships & Contacts</p>	<p>Will form part of the SAMH National Employment Team and work collaboratively with other SAMH Employment Specialists, developing a team approach that results in synergy and adds value to SAMH Employability Pathway.</p> <p>Will support Service Management to deliver the contractual demands and maintain positive relationships with external agencies and employers.</p> <p>Will comply with requirement of the IPS fidelity scale, will support Fidelity Assessor in activities relating to a fidelity review.</p> <p>Will liaise with CMHTs management to integrate employment support into mental health treatment.</p> <p>Will Develop positive relationships with organisations that can provide specific opportunities to help SUs achieve their employment goals e.g. local Employability services</p>
<p>Working Environment/ Special Circumstances</p>	<p>Will work predominantly outreach, delivering service in CMHT and partners premises.</p> <p>Will have access to own transport</p> <p>Will have a full drivers licence</p> <p>Will work on his/ her own initiative</p> <p>Will manager his/her diary effectively</p>

		Value of Criteria		Assessed at (OPTIONAL - CAN BE DELETED)		
		Essential	Desirable	Application	Testing	Interview
Experience & Qualifications	<ul style="list-style-type: none"> Experience of mental health services and/or the employability, employment and welfare to work sector including contracting environment, external policy context and partnership agenda is essential. 	X				
	<ul style="list-style-type: none"> Sound knowledge of best practice in the provision of mental health and/or employability and employment services is essential 	X				
	<ul style="list-style-type: none"> Experience of working within a high performance, target driven environment essential. 	X				
	<ul style="list-style-type: none"> Detailed understanding of the needs of the business community in relation to employability and employment is desirable. 		X			
	<ul style="list-style-type: none"> In depth understanding of national priorities and service development needs relating to employment and employability services is desirable 		X			
	<ul style="list-style-type: none"> Knowledge and understanding of issues faced by people with mental health problems who use employability and employment services is desirable 		X			
	<ul style="list-style-type: none"> Experience of monitoring, evaluating and reviewing personal plans, essential 	X				
	<ul style="list-style-type: none"> A proven track record in placing customers into employment. 	X				
	<ul style="list-style-type: none"> A proven track record of supporting customers to achieve sustained employment. 	X				
	Knowledge & Skills	<ul style="list-style-type: none"> Proven ability to manage and support a client caseload and achieve targets for employment progression is essential 	X			

	<ul style="list-style-type: none"> Understanding of continuous improvement frameworks such as business excellence and national care standards is essential 	X				
	<ul style="list-style-type: none"> Detailed understanding of Individual Placement and Support model or willingness to undertake relevant training and development is essential 	X				
	<ul style="list-style-type: none"> Sound knowledge of best practice in the provision of supported employment essential 	X				
	<ul style="list-style-type: none"> Good understanding of local labour market. 		X			
	<ul style="list-style-type: none"> Good understanding of effective employer engagement strategies 	X				
	<ul style="list-style-type: none"> Detailed knowledge and understanding of issues faced by people with mental health issues in the job market. 	X				
	<ul style="list-style-type: none"> Understanding of employment law and employer's responsibilities 		X			
Core skills						
	<ul style="list-style-type: none"> Ability to work on own initiative and remotely from line management is essential 	X				
	<ul style="list-style-type: none"> Ability to demonstrate empathy and belief in the potential of people with a mental health problem and other disabilities to secure employment. 		X			
	<ul style="list-style-type: none"> Excellent verbal, written and presentation skills essential. 	X				
	<ul style="list-style-type: none"> Well developed IT skills, familiar with Office Suite 	X				
	<ul style="list-style-type: none"> Ability to utilise information to the benefit of the service and clients. 	X				
	<ul style="list-style-type: none"> Ability to use interpersonal skills to build and sustain relationships. 	X				
	<ul style="list-style-type: none"> Ability to respond creatively to emerging needs of clients. 	X				
	<ul style="list-style-type: none"> Ability to manage and resolve conflict. 	X				
	<ul style="list-style-type: none"> Ability to balance competing priorities within tight timescales 	X				
	<ul style="list-style-type: none"> Ability to plan and prioritise workload 	X				
	<ul style="list-style-type: none"> Ability to encourage, persuade and motivate people at all levels. 	X				

Core Competencies and Commitment		Assessed At (OPTIONAL - CAN BE DELETED)		
<p>At SAMH, our values underpin everything we do. We believe that everyone has the right to be treated with dignity, respect and equality. We believe that everyone is entitled to hope and choice and to achieve personal fulfilment.</p> <p>These are the competencies that SAMH looks for and expects from staff who support the people who use SAMH social care services. These competencies enable SAMH to deliver its core purpose of mental health and wellbeing for all.</p>		Shortlisting	Testing	Interview
Core Competency	Role Specific Behaviour and Skills			
Recovery Focussed	<p>Empathise, inspire and motivate others.</p> <p>Deliver person centred and recovery focussed support to enable individuals to achieve positive outcomes.</p>	X	X	X
Communication	<p>Communicate effectively and professionally and contribute to the accurate recording and monitoring of all case and incident recording systems. This includes communications by email, by phone/text and other on-line methods.</p> <p>Build and develop positive relationships with those who use our services.</p> <p>Engage with a range of people from a wide variety of backgrounds.</p>	X	X	X
Deliver a high standard/quality of work	<p>Maintain the highest personal and professional standards. Work professionally and collaboratively with internal and external colleagues, those who use our services and members of the public and to meet the requirements of funders and regulators.</p> <p>Undertake personal responsibility for conduct and work ethic in line with SAMH Code of Conduct, the SSSC Codes of Practice and other relevant professional standards.</p>	X		X
Critical Reflection and Learning	<p>Ability to reflect on own practice and learn from own experiences and those of others.</p> <p>Develop skills and knowledge of theory and practice and understand where role fits within SAMH and externally.</p>	X		X
Supportive of Equality and Diversity	<p>Challenge inequality and stigma; recognise and respond to the barriers individuals and groups face within society.</p> <p>Treat all people within SAMH (both staff and service users) fairly and with respect regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and/or sexual orientation.</p>			X
Commitment to Health, Safety and Well-being	<p>Understand, encourage and carry out the principles of integrated safety management; comply with SAMH Health and Safety Policy and Procedure; complete all required H & S training; take personal responsibility for safety.</p>	X		X

Participation	Ensure the people who use our services have the opportunity to get involved in their support, their service, their community or in SAMH as an organisation.	X		X
Team Working	Ability to work as part of a team.	X	X	X
Service User Engagement	Develop, maintain and demonstrate a wide range of interpersonal skills when working with the people we support, including: open-minded, respectful, active listening, empathetic, promote independence, maintenance of confidentiality, honest, honourable in agreements and practices, appropriate body language, solution focussed, supportive and approachable, non-judgemental, proactive, patience and resilience, professional approach.	X	X	X

Employee Statement of Understanding

I have read and understood the role profile for my position. I am able to perform all the essential functions for this position. I agree to comply with SAMH's policies, all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my line manager.

As an employee, I will strive to uphold the mission and vision of SAMH. All employees are required to adhere to the values in all their interactions with service users, customers and colleagues.

Signed: _____

Name (printed): _____

Date: _____