

# JOB DESCRIPTION

## Employment Worker

<b>Days:</b>	Monday to Friday
<b>Hours:</b>	35 hours per week. Core hours 9am – 4.30pm Evening work on occasion
<b>Start date:</b>	By negotiation
<b>Salary:</b>	£22,643
<b>Expenses:</b>	If applicable and authorised in advance

**Overall objective:** to provide employment advice, support and guidance to people with mental health issues to secure education, training, and employment.

1. Managing a caseload of participants with the aim of:
  - Working with participant to identify the type and levels of support required
  - To create an Action Plan with participant and to review regularly
  - Assisting participants with job searching activities
  - Making referrals to outside agencies where appropriate
  - Develop strong relationships with participants key providers
  - Accompanying participants to initial appointments connected with their action plan if required
  - To support participants during and post voluntary roles and work experience
  - Sign-posting participants when appropriate
  - To support participants once work is secured
2. To advise participants on back to work benefits using existing Quick Benefits Calculator software, and to liaise with the Benefit Agency when necessary.
3. To develop effective relationships with participants care workers, including occupational therapists.
4. To assist participants with the use of Adult Directions, a career guidance tool.
5. To work with, develop and maintain effective relationships with Tower Hamlets CMHTs and other adult mental health agencies to promote the REWORK service and to raise awareness of employment opportunities. The worker will be allocated a cmht where they will be the lead contact.
6. To support Rework participants to sustain employment.
7. To support and advise participants and employers on how to best manage mental health in the workplace.
8. General administration of project.
9. Give presentations to outside organisations; attend weekly and monthly meetings, and seminars.
10. Recognise the confidential and sensitive nature of the information gathered about each participant.
11. To liaise with the Placement Support Worker with regard to participants work experience needs.
12. To attend regular committee meetings of Working Well Trust.

13. Attending and contributing to regular team meetings and supervision.
14. To liaise on a regular basis with participants support agencies including families where appropriate.
15. To ensure project resources and records are maintained.
16. To provide monthly reports and quarterly statistics to line manager.

## Person Specification Employment Worker

This employee specification contains the essential and desirable criteria which candidates should possess in order to satisfy the performance requirements for this post.

	<b>Essential</b>	<b>Desirable</b>
Qualifications		<ul style="list-style-type: none"> <li>• Qualification in vocational guidance</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Negotiation and mentoring skills</li> <li>• Good writing skills</li> <li>• Strong organisational skills</li> <li>• Good IT skills including Word, Excel and Internet</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Tact, diplomacy, patience, discretion on confidential matters, good sense of humour. Ability to build rapport.</li> <li>• Proactive</li> <li>• Willingness to work occasional evenings when necessary</li> <li>• Ability to cope with complex and demanding caseload</li> <li>• Ability to multi task</li> </ul>	
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Experience of providing support to disadvantaged clients</li> <li>• Experience of providing employment support</li> <li>• Fully conversant and committed to Equal Opportunities issues</li> <li>• Knowledge of different routes back to work</li> </ul>	<ul style="list-style-type: none"> <li>• Previous knowledge of mental health issues</li> <li>• Back to work calculations</li> <li>• Knowledge of existing legislation relevant to employment eg: Disability Discrimination Act</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Ability to work effectively as a member of a team and under own initiative</li> <li>• Ability to work effectively with a wide range of individuals such as training providers, key workers</li> </ul>	