

DRAFT JOB DESCRIPTION

Employment Advisor

Days:	Monday to Friday
Hours:	35 hours per week. Core hours 9am – 4.30pm Evening work on occasion
Start date:	By negotiation
Salary:	£25,521
Expenses:	If applicable and authorised in advance

Overall objective: to assist people with depression and anxiety spectrum disorders to obtain and sustain employment.

1. Manage a caseload of people resident in Tower Hamlets to support them retain their jobs or support them in to new employment by:
 - Identifying the type of intervention and support required
 - Creating an action plan individual to that intervention
 - Liaising closely with referrer to secure relevant information
 - Making referrals to outside agencies where appropriate
 - Providing advice to the participant and where appropriate employer relevant to that intervention
 - To closely work with Working for Wellness therapists to enable individuals to return to existing or new employment
 - Liaise with employer to ensure participants return to their current job and or gain new employment within their existing organisation
 - Provide advice and guidance to employers where appropriate
 - To assess appropriate support to participants when back in employment that may include return to work benefits, travel work issues, time-management, coping strategies, work life routine.
2. To maintain professional relationships with employers and mental health professionals.
3. To act as an advocate with existing employers when requested by participants and provide work based support.
4. To support participants with relevant employment issues and legislation.
5. To advise employers of relevant employment issues and legislation.
6. To work flexibly including working out of hours, across sites and peripatetically.
7. To support and advise participants and employers on how to best manage mental health in the workplace.
8. To advise participants on back to work benefits using Quick Benefits Calculator software, and to liaise with the Benefit Agency when necessary.
9. To assist participants with the use of Adult Directions, a career guidance tool.
10. To support admin systems which record the progress of participants and keep accurate and complete records of casework with them.
11. Give presentations to outside organisations; attend weekly and monthly meetings, and seminars.