

**Wexford Mental Health Association -Employment Specialist Mental Health**

**JOB DESCRIPTION**

<b>Job Title &amp; Grade</b>	Employment Specialist Mental Health - North County Wexford Part –Time 19hrs per week
<b>Tenure of Employment</b>	This post is a part time role on a yearly contract for the duration of funding (initial 12 months). 3 month probationary period will apply.
<b>Closing Date</b>	22 <sup>nd</sup> May 2018
<b>Proposed Interview Date (s)</b>	12 <sup>th</sup> and 13 <sup>th</sup> June 2018
<b>Taking up Appointment</b>	July 2018
<b>Location of Post</b>	North County Wexford
<b>Organisational Area</b>	<i>County Wexford</i>
<b>Salary</b>	€18,443 (excluding PRSI @10.85%) 19hrs per week
<b>Contact Person for Additional Information</b>	Paula Lowney, Senior Occupational Therapist Email: <a href="mailto:paula.lowney@hse.ie">paula.lowney@hse.ie</a> Mobile: 087 2754752
<b>Reporting Relationship</b>	Will report directly to the Senior Employment Specialist and the Wexford Adult Mental Health Occupational Therapy team and Chairperson of the Wexford Mental Health Association.
<b>Working Relationship</b>	Participates as a member of the North County Wexford HSE Community Mental Health Teams
<b>Details of Service</b>	This programme will be led by the Occupational Therapy (OT) Department of the Wexford Adult Mental Health Service in collaboration with the Wexford Mental Health Association and EmployAbility Employment Service. This programme will be co-ordinated from a base in Enniscorthy. The VSO will manage a caseload of individuals with home addresses across North County Wexford including areas such as Enniscorthy and Gorey who have experienced mental health difficulties, who wish to gain and/or retain paid employment.
<b>Working Relationships</b>	The Employment Specialist will work with: <ul style="list-style-type: none"> <li>• Service users with a lived mental health experience</li> <li>• Community Mental Health Teams – lead Occupational Therapists (Adult) and other health professionals.</li> <li>• Community agencies including education, training, housing and community groups.</li> <li>• Employers and employment agencies</li> <li>• EmployAbility Services Wexford</li> <li>• Wexford Mental Health Association</li> <li>• Participant’s family members and supporters</li> </ul>

## **JOB SUMMARY**

This post is part time Employment Specialist within the Community Mental Health Teams North County Wexford. . The purpose of this job is to provide a recovery focused supported employment service by working with individuals who have experienced mental health problems and wish to gain open competitive employment. The Employment Specialist will work directly with employers to secure employment opportunities and provide ongoing support to both employers and the individual to retain them in work.

As a member of the Community Mental Health team the Employment Specialist will be required to proactively manage a caseload of people who have experienced mental health problems and who are unemployed and/or currently off work. The Employment Specialist is expected to deliver the *Individual Placement and Support* approach; an evidence based model of vocational rehabilitation for people with mental health problems. Working directly with all relevant stakeholders: the service user, CMHT staff, GPs, employers and Occupational Health to enable service users to gain and retain employment.

## **IPS Employment Specialist –**

### **Key Results Area**

- Manage a caseload of a maximum of 10 people at any one time who have experienced mental health problems and who wish to gain or retain a working role.
- The employment specialist is a member of the Community Mental Health Team and participates in team meetings and care plan meetings.
- Engages participants and establishes trusting, collaborative, relationships directed towards the goal of competitive employment in community settings.
- Work directly with participants as part of the care planning process addressing their employment needs and ensuring employment goals are given a high priority.
- Provide an employment assessment using an agreed assessment tool which will look at career/education history, transferable work skills, employment interests and person's work personality. From this an employment action plan will be formulated.
- Provides benefits counselling.
- Include interview preparation as part of the pathway.
- Discuss participant's preference for disclosure to employers, including possible costs and benefits and specific information to be disclosed.
- Co-ordinates employment plans with all relevant community mental health team members and other relevant stakeholders with respect to confidentiality.
- Commences rapid employment search on behalf of participants.
- Engage with and provide education and advice to employers on IPS supports available.
- Work directly with employers to secure employment opportunities.
- Provide ongoing support to both employers and the individuals to retain them in work.
- Support the whole team towards increasing access to employment by focusing on employment goals as a part of regular reviews with participants.

### **Assuring quality service**

- Work to continuously improve outcomes and quality of service.

- Participate in Fidelity reviews and support implementation of recommendations from these reviews.
- Ensure Service Users and their supporters are aware of 'Your Service, Your Say' and actively welcome feedback regarding the service and user experience of same.
- Ensure that all records are kept in accordance with relevant service policies and procedures.

### **Health & Safety**

- Adhere to Safety, Health and Welfare at Work Act (1989) policies and procedures and other relevant legislation.
- Report any immediate concerns/incidents of questionable practice to the line manager or his/her designate.
- Be familiar with emergency procedures and know who to contact in an emergency.
- Ensure that, where any risk has been identified in relation to participants, that appropriate follow up action is taken.

### **Training & Professional Development**

- Participate in supervision.
- Participate in continuing personal and professional development.
- Participate in IPS and any other training as required.
- Provide guidance and education for community mental health team colleagues.

### **Administration/Accountability**

- Complete documentation in line with programme requirements.
- Maintain data records in accordance with programme requirements.
- Ensure that all work is carried out within agreed budgets.
- Keep up to date with all other administrative tasks as directed by the line manager.
- Co-operate with external monitoring and IPS fidelity reviews and implement recommendations.
- Ensure that all information relating to service users, families, staff colleagues, employers or potential employers, is treated in a thoroughly professional manner in accordance with the principles of confidentiality, data protection legislation and Freedom of Information.
- Perform any other duties that may be assigned from time to time.

### **General**

- This is not an exhaustive list of duties and responsibilities, and the employment specialist may be required to undertake other duties which fall within the grade of the job, in discussion with their coordinator.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the employment specialist.
- The employment specialist is expected to comply with all relevant service policies, procedures and guidelines, including those relating to Equal Opportunities and Confidentiality of Information.
- The employment specialist is responsible for ensuring that the work that they undertake is conducted in a manner which is safe to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s). If employment specialists consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
- The employment specialist is expected to comply with the appropriate Code(s) of Conduct associated with this post.

PERSON SPECIFICATION

**Job title: Wexford Mental Health Association Employment Specialist Mental Health**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW TESTED</b>
<b>TRAINING &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Relevant third level -QQI Level 8 qualification</li> </ul>	<ul style="list-style-type: none"> <li>Degree or Diploma in Supported Employment, Social Studies ,Adult Guidance or Business related studies such as HRM</li> <li>Trained in the IPS approach.</li> <li>Demonstrate a commitment to be trained in Motivational Interviewing; Wellness Recovery Action Planning, Social Role Valorisation, or other strengths based approaches.</li> <li>Business experience.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> <li>Proof of qualifications and professional registration if relevant</li> </ul>
<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>Experience of working with and supporting people who have experienced mental health problems (or other unemployed disadvantaged groups) into and in employment within health, social services or the voluntary sector.</li> <li>Experience of successfully helping people to obtain or keep education/work</li> <li>Experience of partnership working, negotiation and liaison work with other agencies</li> <li>Experience of job development</li> <li>Lived mental health experience.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>Knowledge of the Equality Act</li> <li>Knowledge of disability and special needs issues in relation to employment/ education.</li> <li>An ability to negotiate diplomatically and effectively with staff at all levels and users of mental health services</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of interpretation of welfare benefits and disability/employment related benefits</li> <li>An understanding of the issues of user involvement in mental health services</li> <li>Report writing skills</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>



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**Competition Specific Selection Process- Shortlisting/Interview**

Shortlisting may be carried out on the basis of information supplied in your application form. The criteria for shortlisting are based on the requirements of the post as outlined. Therefore it is important that you think about your experience in light of those requirements.

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

Those successful at the shortlisting stage of the process (where applied) will be called forward to interview.

**Note re. Canvassing**

Any attempt by candidates themselves or by any person(s) acting at their instigation directly or indirectly, by means of written communication or otherwise to canvass or otherwise influence in the candidate’s favor any member of staff of Wexford Mental Health Association. or person nominated to interview or examine applicants, will automatically disqualify the candidates for the position they are seeking.

**Panel of Qualifying Candidates**

The Wexford Mental Health Association may decide to retain, for a specified period, the details of candidates who performed well at interview but who did not receive a job offer (i.e. second, third choice candidates) with respect to data protection legislation.. In the event that another position becomes vacant within the next 12 months the Wexford Mental Health Association may decide to fill it from the panel created and avoid a second open competition for the role. Offers regarding the panel will be made post -interview process.