

Ariennir gan / Funded by



Bwrdd Iechyd Prifysgol  
Hywel Dda  
University Health Board



Pembrokeshire  
and Carmarthen  
Sir Benfro  
a Chaerfyrddin

Darperir fel rhan o Gymorth Cynhwysol  
Delivered as part of Universal Support.

## IPSPC Employment Specialist Job Description

<b>Job Title:</b>	<b>Employment Specialist</b>
<b>Salary:</b>	<b>£14.67 per hour</b>
<b>Hours:</b>	<b>35 hours a week</b>
<b>Start Date:</b>	<b>Immediate Start</b>
<b>Contract Length:</b>	<b>2 years</b>
<b>Line Manager:</b>	<b>IPSPC Co-ordinator</b>
<b>Location:</b>	<b>Base will be flexible to enable working across the local authority areas of Pembrokeshire, Carmarthenshire and Ceredigion.</b>

## The Role of Employment Specialist

As an Employment Specialist, you will play a vital role in helping individuals with disabilities, mental health or additional support needs, and or people seeking employment. This is an opportunity to offer hands-on support for those with disabilities to gain paid employment and to support those in employment to stay in work.

It calls for a combination of skills: the ability to empathise with clients; the resilience and determination to seek out job and training opportunities; the communication skills to engage employers and other opportunities and change perceptions around disabilities and mental health. As an Employment Specialist, you're not just transforming the lives of the people you work with, you're also creating a fairer and more inclusive society.

As an Employment Specialist you will ensure that the IPSPC support provided to participants adheres to the 8 key IPS principles:

- i. To get people into competitive employment in the open labour market.
- ii. It is open to all eligible people who want to work.
- iii. It tries to find jobs consistent with peoples preferences.
- iv. It works quickly (Place, Train and Maintain).
- v. It brings Employment Specialists into clinical teams.
- vi. Employment Specialists develop relationships with employers based upon a persons work preferences.
- vii. It provides time limited, individualised support for the person and their employer.
- viii. Access to specialist benefit advice is included.

## Your Responsibilities

Working alongside a multi-disciplinary team, you'll have a range of responsibilities, including:

- Regularly meeting with clients to listen, offer support, help them identify their best job match, reflecting their skills and aspirations.
- Producing a person-centred action plan for each client to help break down barriers to employment including supporting them to progress to training and education in preparation for paid employment.
- Helping clients with their job search, CV production, skills building, interview techniques and career development.

- Supporting clients with managing their health at work, with input from the wider health team.
- Sourcing job opportunities for clients through job searching as well as through direct contact with employers.
- Developing collaborative working relationships with the wider clinical team and promoting the service as a positive step.
- Adhering to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- Undertaking training as and when required.
- Maintaining a professional relationship with the service users of the programme, the multi-disciplinary team, and external organisations, with particular attention to confidentiality and the maintenance of boundaries.

## **Person Specification**

### **Employment Specialist**

This Person Specification details the requirements we believe are essential and desirable to carry out the requirements of this role.

Applicants should use the Job Description and Person Specification to demonstrate how they meet these requirements, as the selection process for interview scores applicants against these criteria.

If an applicant is successful at interview, the offer of the role is dependent upon a DBS check and two references.

<b>Personal Attributes</b>
1. Person-centred
2. Encouraging
3. Motivational
4. Empowering
5. Non-judgemental
6. Flexible

## Essential Skills and Experience

1. Knowledge and experience, or an understanding, of working with people with disabilities, mental health or additional support needs, and or people seeking employment.
2. Experience of working with people on a one-to-one basis, providing guidance, advice, coaching, motivation and support. Positive approach to disabilities, mental health, wellbeing and tackling stigma.
3. Qualifications at Level 3 or above in a Health and Social Care / Education / Training environment, or recent experience of Employment Coaching and / or Mentoring.
4. The ability to work confidently and effectively alongside individuals in crisis.
5. The ability to show empathy and have an understanding of issues for people with health conditions and disabilities.
6. The ability to manage a range of social interactions with a sensitive approach.
7. The ability to build good relationships with a range of different people, from employers to clients.
8. The ability to partake in activities with clients and co-employment specialists.
9. The ability to work on your own initiative and prioritise a demanding workload and deliver to targets.
10. The ability to work as an integrated team member.
11. Computer literate, with proven experience using Microsoft Office package.
12. Good literacy and numeracy skills.
13. The ability and willingness to work unsocial hours.
14. Willingness to make a positive contribution towards team meetings, individual support and development and, on an annual basis; Appraisal.

15. Commitment to equal opportunities.

16. The ability to provide your own transport and a clean driving licence is essential as the role involves travel across a large geographical area and will also require insurance for business use.

17. The ability to manage multiple tasks at once.

18. A passion for making a difference to people's lives.

### **Desirable Skills and Experience**

1. Qualifications relating to Health and Social Care, Employment or Coaching related.

2. Work experience in the Voluntary Sector.

3. Knowledge of Health and Safety, Employment Law and DWP Regulations requirements.

4. The ability to communicate in Welsh.