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| **Job Description** |
| **Post title** | Mental Health Employment Practitioner |
| **JE Reference No** | N11026 |
| **Grade** | Grade 10 |
| **Service** | Progression and Learning |
| **Service Area** | CYPS |
| **Reporting to** | DurhamEnable Manager |
| **Location** | Your normal place of work will be an approved location, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The Mental Health Employment Practitioner role has been developed in County Durham to assist employment teams in working with clients who have mental health needs, to increase access to and availability of mental health support for those who are wanting to seek paid employment.

The Postholder will deliver a range of health and well-being interventions to actively support clients in managing their mental health condition.

The Postholder will support colleagues both internal and external to DCC who are working directly with participants with mental health difficulties by offering advice, guidance, signposting, and training. Ensuring appropriate information and resources are available for individuals to make changes that have a positive impact on their mental health and participation in paid employment.

The Postholder will carry a caseload of clients/service users whose mental health difficulties have impacted on their ability to seek, secure, or sustain employment. They will support them using the County Durham approach to wellbeing which adopts the Pollard and Tjoa (2020) principles of participatory and community-led employment, seeking to empower and build resilience to achieve their goals.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* The Mental Health Employment Practitioner will be led by and focused on the aspirations of the participant, considering their strengths, skills, difficulties, and employment assets, supporting service users to understand both these and their goals to offer the most effective support.
* Will manage a complex caseload of people who have experienced mental health problems and who wish to gain, retain or return to employment, using evidence-based interventions.
* Build a multi-disciplinary approach to the return to work. For example, involve clinical staff (where relevant) in managing symptoms at work, medication reviews and supporting rehabilitation needs e.g. social skill development, budgeting, travel training etc
* Promote approaches to improve emotional health and wellbeing to colleagues and participants.
* Provide early brief evidence-based interventions to address emerging mental health needs.
* Provide 1:1 and Group Work interventions, as appropriate to caseload and service needs.

* Work as a member of a multi-disciplinary team ensuring that high quality, individualised care is delivered and that this promotes Recovery and Wellbeing and maximises Independence.
* Supporting and facilitating colleagues to identify and where appropriate manage issues related to mental health and wellbeing.
* Deliver training sessions and provide advice and guidance to colleagues to support them to work effectively with individuals with mental health needs.
* Liaison & referral into Mental Health services in NHS and the Voluntary and Community Sector (where apt).
* Advocate on behalf of the person with prospective employers if necessary, aiming to identify work solutions that will overcome or minimise difficulties within the workplace.
* Work collaboratively with colleagues directly involved in the delivery of Health and Social care, both in the community and hospital in-patient settings, and will develop good working relationships and networks with other community resources and providers both statutory and non-statutory.
* Work closely with the appointed advisor from the Employment/Progression team to ensure employment and MH needs are met through a joint approach, utilising vocational profiles and action plans to detail the steps to be taken and appropriate route of support.
* Work closely with the appointed advisor and local agencies/partners to identify appropriate job vacancies and when placing service users with employers, ensure the quality of the work environment is explored, including potential for workplace adjustments that will accommodate individual strengths, skills symptoms and coping skills.
* Develop a strong network of services both voluntary and statutory through which support to clients can be secured through signposting and/or referral.
* Implement effective risk management/ safety plans (where required) in conjunction with the multidisciplinary team and more experienced practitioners.
* Promote activities linked to employability and support services, including managing events and publicity campaigns.
* Provide continued personalised support after a participant has returned to work or secured employment to help them to sustain employment.
* Collect & report data to ensure the quality of service delivered through performance review and evaluation
* Promote employer awareness of the implications under the Equality Act 2010 to make reasonable adjustments, health conditions and employment reactions.
* Accurately maintain records of client contact and progress using a management information database.
* Plan and monitor a budget associated with the delivery of training to staff and group sessions to clients.
* Creation of case studies, good news stories and promotional materials.
* Identify and share best practice with colleagues, partners, senior managers, and equivalent services nationally.
* Ensure the maintenance of safe working practices and environments for all staff and participants in accordance with the policies of Durham County Council and relevant legislation.
* Be committed to safeguarding and promoting the welfare of young people and vulnerable adults.
* Be committed to professional self-development, making full use of training and development opportunities identified through PDR.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Degree or equivalent qualification in a relevant subject area such as Health, Social Care and Education
 | * Level 3 or above in Information, Advice and Guidance or Employability

 * Training in Individual placement support (IPS) approach
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| Experience | * Significant experience of working with people with Mental Health conditions. The issues surrounding work and the impact it can have on Mental Health.
* Significant experience of evidence based interventions to support people with common Mental Health problems.
* Experience of working with people around employment and/or vocational needs
* Experience of working with vulnerable people with complex needs
* Experience of delivering group work and/or training sessions
* Experience of working in a multi-disciplinary team adopting a collaborative approach to meeting needs
* Proven track record of working effectively with partner agencies and key personal
* Ability to demonstrate advisory, advocacy challenge and negotiating skills.
* Experience of attending meetings and reporting updates to attendees
* Experience of facilitating and co-ordinating projects
* Experience of managing multiple strands of activity
* Implementing and monitoring quality assurance systems
* Experience of meeting targets and working to tight deadlines.
 | * Experience of working with Mental Health Services
* Experience or knowledge of working with an Individual Placement and Support, (IPS) model or other supported employment approaches
* Knowledge of employment law
* Experience of writing clinical notes and reports
* Experience of managing budgets
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| Skills & Knowledge | * Excellent Communication Skills
* Developing and maintaining good working relationships with other professionals
* Knowledge of agencies and services that are available to support clients with complex issues\barriers
* A person-centred, empathetic and non-judgemental approach.
* To be able to work well with people who may experience emotional distress
* Excellent presentation, verbal and written skills.
* Excellent interpersonal skills.
* Ability to plan work and manage time effectively.
* A strong team player with an ability to relate effectively to colleagues and senior individuals from other organisations.
* Able to work strategically across organisational boundaries and build relationships with key individuals.
* Ability to work under pressure, to prioritise, meet deadlines and effectively delegate.
* Ability to mentor staff and to develop a strong team ethic.
* Ability to use ICT effectively, including Outlook and Microsoft Office including Microsoft Teams.
* Ability to analyse data to show impact and write reports
* Manage change and facilitate effective innovation.
* Use of Solution Focused approaches.
* Understanding of safeguarding and promoting the welfare of young people and vulnerable adults
 | * Knowledge of employment law and the Equality Act 2010.
* Good understanding of the principles and practice of supported employment
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| Personal Qualities | * Has drive, enthusiasm and a flexible approach to work,
* Able to plan work and manage time effectively,
* Respond positively to challenges and maintain an optimistic approach
* Able to motivate self and others,
* Persistence and resilience to not give up despite setbacks and frustration
* Able to work effectively in a team,
* Able to carry out work with the minimum of supervision,
* Able to relate well and quickly to other team members and senior people from other organisations,
* Must be performance oriented i.e. motivated by a desire to achieve performance targets and deliver a quality service,
* Flexible approach to working across the LA geography. Acess to a car with current valid driving licence required or access to a means of mobility transport,
* Able to work under pressure, to prioritise and to meet deadlines,
* Open to change and committed to innovative development,
* Holds high aspirations for young people and adults
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