

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN  
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	PCN Employment Specialist
<b>BAND</b>	4
<b>RESPONSIBLE TO</b>	Employment Services Team Leader
<b>ACCOUNTABLE TO</b>	Employment Services Manager
<b>BASE</b>	Suffolk, East, Central and Coastal Locations – Hybrid and Community Working.
<b>HOURS OF WORK</b>	37.5 hours per week

Liaison with: External employers, DWP, Job Centre+, CAB, ACAS, Access to Work

Please note: this post is employed by Essex Partnership University NHS Foundation Trust but based within Norfolk & Suffolk NHS Foundation Trust teams.

## ROLE SUMMARY

The Suffolk IPS (Individual Placement & Support) Employment Service has successfully supported over 500 individuals into meaningful employment, integrated directly into mental health community teams across the county. This new role within the team will see you continuing to 'champion the employment agenda', as we expand our well established service into the Suffolk Primary Care Network. Instilling the belief that people with mental health needs want to work and with the right support, can work.

You will be at the forefront of this exciting new stage, developing and fostering partnered working with key stakeholders across the Suffolk Primary Care Network.

You will work in partnership with individual service users enabling and empowering individuals through exploring individualised employment goals, liaising with employers, training providers, benefits providers and offering in-work support in accordance with the Individual Placement and Support (IPS) model of supported employment.

You will engage with key stakeholders across the newly established Primary Care Networks, liaising with mental health care professionals to raise awareness of IPS and our service offering, generating referrals for the Suffolk Employment Service.

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Supported by the PCN Senior Employment Specialist and the Suffolk Employment Services Team Lead, you will work in partnership with individual service users, developing relationships that are enabling and empowering.

Managing a caseload of people who wish to return to paid work, enabling them to find or sustain employment by liaising with work and training providers, accessing benefits advice and by personally providing ongoing support to service users in job search and after gaining employment, in accordance with the Individual Placement and Support (IPS) model of supported employment.

You will work to individual targets, i.e. the number of people accessing the service, supported into employment, data input requirements.

You will promote best practice within mental health and employment in the Trust and other organisations in the local area.

You will embrace a holistic approach in supporting your clients to achieve their employment goals, striving to empower them in their job search, whilst building and engaging directly with a network of employers to best serve the needs of your clients.

You will display excellent diary management in a combination of working from home, in the community and in the office, to achieve personal targets

## **KEY RESPONSIBILITIES CLINICAL**

Please note that this role outline serves to provide you with an illustrative example of the duties and responsibilities you may be expected to undertake during the course of your normal duties. It is not an exhaustive list and you will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

### **Core Functions**

Work in partnership with individual service users to meet their employment and job sustainment needs.

To develop strong links with other agencies such as voluntary, statutory and businesses in the development of work opportunities for service users.

Prepare individuals for employment by assessing each person's individual vocational needs which might typically include identifying strengths, help with benefits, support networks, travel to work plans, etc.

Draw up an agreed vocational action plan with the individual, and provide this to the care co-ordinator and other professionals.

Assist individuals in job search and prepare them to apply for employment / education / training, liaising with colleagues as required e.g. Disability Employment Advisors, Jobcentre Plus, Job Brokers and local colleges.

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Accompany service users to interviews if required.

Provide job sustainment interventions to service users at risk of losing their employment, negotiating adjustments to the job role with employers to enable the person to sustain employment.

Contribute to the opportunities for an individual's increased social inclusion by developing partnership working with voluntary sector agencies, and linking with primary care employment and job sustainment initiatives.

To liaise with external agencies including

- Local colleges and education facilities
- Supported employment agencies
- Local and Regional Employment Services
- Jobcentre Plus
- Department for Work and Pensions, Condition Management Programme
- Voluntary Sector organisations
- Social enterprises

To cover for team members working in other areas in exceptional circumstances.

To work in other localities as need arises.

To regularly attend Mental Health Team and Employment Services Team meetings.

To continue to develop own understanding of government policy in the area of mental health and social inclusion, and to contribute to Trust policies and service development in line with this.

To support colleagues with information about work and training opportunities.

To report on outcome measures for the service.

To provide monitoring/audit information to the Employment Services Team Leader.

Any other duties as delegated by your Director or Chief Executive commensurate with the responsibilities of this post.

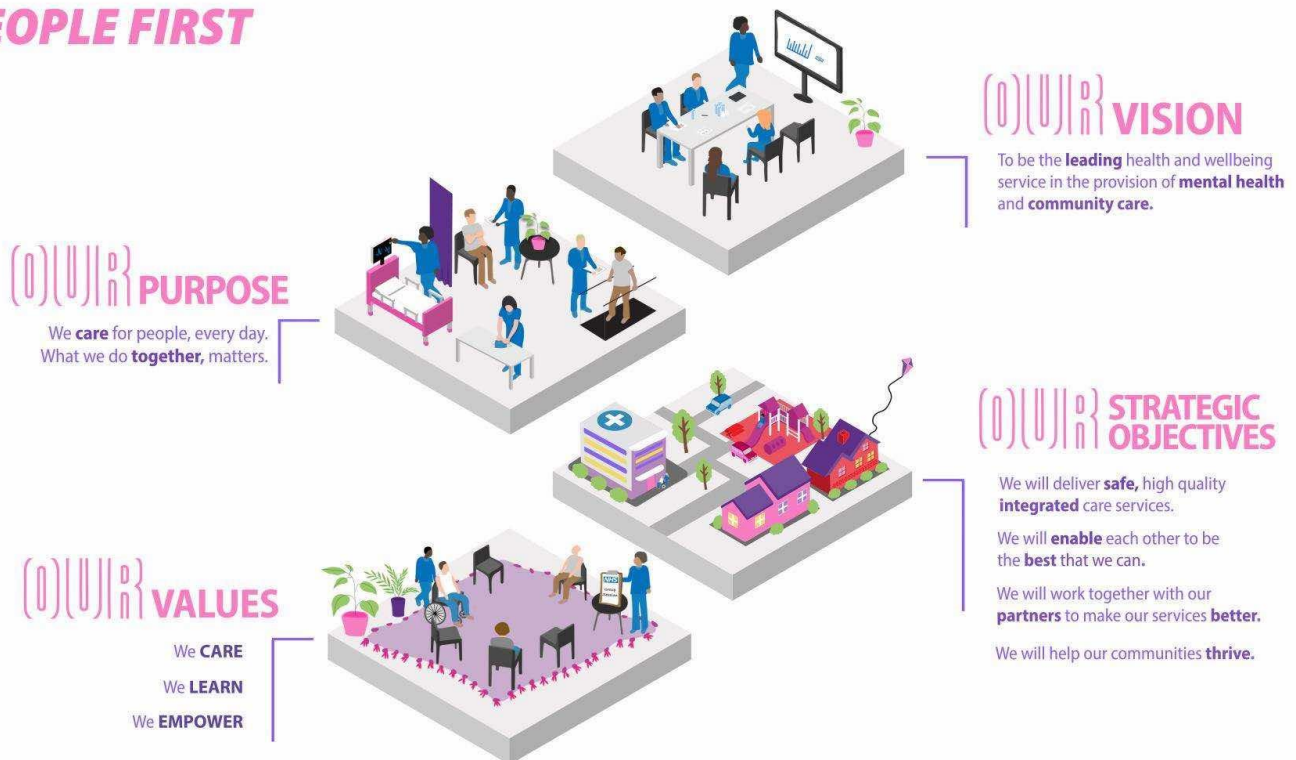
### **ADDITIONAL DUTIES**

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

# OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

## PEOPLE FIRST



## ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## DUTY OF CANDOUR

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You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## **EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or

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organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain

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other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called "Whistleblowers Act").

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

"It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role".

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**

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