

PERSON SPECIFICATION

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

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| Job/Position Title: | PCN Employment Specialist |
| Department/Location: | Suffolk – East, Central and Coastal Locations. |
| Grade/Band: | 4 |

| Criteria for Selection | Essential | Desirable | Measurement Application Form - AF Interview - IN Assessment - AS |
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| Education/Qualifications <ul style="list-style-type: none">Good standard of education; NVQ 3 or equivalent | ✓ | Educated to degree level; Health and Social care related qualification | AF/IN/AS |
| Knowledge <ul style="list-style-type: none">Vocational assessment and profilingKnowledge of good practice in employmentWorking knowledge of relevant Welfare Benefits and benefits rules | ✓ | An understanding of the principles and practice of supported employment Understanding of current Government initiatives relevant to employment e.g. Work Choice, Access to Work, Condition Management Programme, etc . Knowledge of the Equality Act 2010 | AF/IN/AS |
| Skills/Experience <ul style="list-style-type: none">Experience of working within health, social care or the voluntary sector with people who have experienced mental health problems. | ✓ | Experience and knowledge of the benefits agency and all disability / employment related benefits. | AF/IN/AS |

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| <ul style="list-style-type: none"> • Experience of helping people obtain or sustain employment/training • An understanding of the employment needs and difficulties of people who experience mental health problems. • Experience of administration procedures. • Literate in IT/Computer Skills • Good oral communication skills based on fluency on the English language • Experience of working with a range of stakeholders (including employers) to support people into employment. | | | |
| Personal Qualities <ul style="list-style-type: none"> • Ability to assess service users' employment skills and needs • Able to construct and review person-centred action plans • Ability to be flexible, open and creative in problem solving • Ability to initiate and develop relationships with employers • Excellent interpersonal communication skills • Excellent marketing and promotional skills | ✓ | Report writing skills Ability to analyse interpret and present monitoring data | AF/IN/AS |

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| <ul style="list-style-type: none"> • Excellent negotiation skills and persuasive style • Ability to facilitate solutions to difficult situations • Basic counselling skills • Ability to work independently, reliably and consistently • Shares the Trust's Beliefs and models this in their attitude and behaviour: | | | |
| Additional Qualities <ul style="list-style-type: none"> • Ability to travel and work across Primary Care Network sites such as GPs, Community locations across East & Central Suffolk. Etc | ✓ | | AF/IN/AS |
| Corporate <ul style="list-style-type: none"> • Full UK Drivers Licence • Ability to Travel across Trust sites as required | ✓ | ✓ | AF/IN/AS |