

## **Employment Adviser**

**Reporting to:** Senior Employment Advisor

**Salary:** £29,716.31 pro rata per annum

**Hours:** 37.5 hours

**Contract:** Fixed Term until March 2026

### **About the Organisation**

The Living Well Consortium is a network of over 30 third sector organisations working to improve the mental health and wider wellbeing of the local people, especially those who are most in need. We offer high quality, responsive, specialist services and initiatives including one-to-one counselling services, culturally sensitive support, guided self-help, relaxation techniques, telephone counselling, and other accredited talking therapies.

We have been successful in securing contracts with NHS Birmingham and Solihull Integrated Care Board to develop and deliver new approaches to psychological support to people in the community in Birmingham, under the Improving Access to Psychological Therapies (IAPT) programme.

We aim to position the Consortium to be able to take a leading role in the design and delivery of mental health and wellbeing services in Birmingham, and to enable voluntary sector organisations to work together to respond to the current funding challenges in the health and charitable sectors.

### **Overall purpose of the role**

The post holder will manage a caseload of clients who are experiencing mental health problems and who also need access to an Employment Advice Service. Their work will be led by the aspirations of the service user and will involve conducting assessments as well as creating individual action plans.

### **Responsibilities and Duties**

- Maintain a caseload of service users, supporting them with establishing employment goals and producing personalised action plans.
- Be led by the aspirations of the client in order to deliver the most effective support.
- Provide advice, information, and guidance to assist clients in their return to work or in their job search.
- Support clients change their work where it is not conducive to their mental health and then assist them with exploring alternative options.
- Conduct assessments discussing the person's employment goals as well as any of their concerns.
- Create written action plans with service users detailing the steps to be taken to meet their employment goals.
- Signpost clients to organisations that can provide them with representation, including Trade Unions, Law Centres, and Employment Lawyers.

- Support clients to agree reasonable adjustments with their employers where appropriate.
- Advocate on behalf of service users with prospective employers where necessary.
- Identify work solutions that will minimise or overcome difficulties in the workplace.
- Provide clients with the tools to ensure that their needs are met within the workplace.
- Provide guidance around claiming benefits.
- Signpost clients to organisations that may support them, including but not limited to local accredited debt services and social housing providers.
- Report any concerns promptly to a Senior Employment Adviser.
- Complete all necessary paperwork including questionnaires, reports, and minutes.
- Work with other clinical staff to ensure a high quality of care is received by clients.
- Build and promote strong relationships with clinical staff to encourage use of the Employment Advice Service.
- Maintain an in-depth knowledge of the local job market and any employment focused community initiatives.
- Build and promote strong relationships with external agencies such as Trade Unions and Job Centres to ensure successful delivery of the service.
- Remain informed on relevant employment legislation and any changes to this.
- Keep data systems and databases up to date to ensure correct reporting.
- Contribute to the development of best practice within the service via active involvement in discussions and team meetings.
- Provide a service that is non-discriminatory and compassionate.
- Undertake training as and when required by the organisation.
- Attend and contribute to meetings as required by the organisation.
- Work within the organisations policies and procedures.
- Undertake such other duties commensurate with the role.
- Understand and work within the ethos, aims and objectives of LWC.

## **Person Specification and experience**

- A minimum of NVQ Level 3 qualification or equivalent. Further study in vocational training, careers advice, or other employment related training is desirable.
- Experience of providing vocational or employment support to people experiencing mental health problems.
- The ability to adapt to the needs of individual clients.
- The ability to negotiate with employers on behalf of service users.
- A knowledge of return-to-work planning.
- A knowledge of employment and disability related benefits.
- An understanding of the impact that mental health issues can have on an individual.
- An understanding of the barriers to employment that some people may experience.

- A knowledge of mental health sector as well as of the IAPT Stepped Care Model.
- A knowledge of community resources as well as employment and disability related benefits.
- A knowledge of employment law and the Equality Act 2010.
- A caring, responsible, and positive approach.
- An understanding of confidentiality.
- Excellent written and verbal communication skills.
- Effective time management and workload management.
- Strong problem-solving skills.
- Empathy with the aims and values of the organisation.
- Commitment to continuous improvement including own professional development.
- Willingness to be flexible and dynamic as organisation needs change.
- Commitment to principles of Equal Opportunities

## **Statement:**

This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.

The information being handled by employees of Living Well Consortium is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Policy including possible dismissal. In the case of computerised information, could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Employees must take reasonable care and be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Living Well Consortium is committed to Equal Opportunities in Employment and therefore it is the aim of Living Well Consortium to ensure that no applicant or employee receives less favourable treatment on grounds of gender, disability, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

Living Well Consortium is responsible under the existing equality and diversity legislation to ensure equality issues are promoted and you are expected to work with Living Well Consortium to fulfil these obligations, Living Well Consortium policies and codes of good practice.

**Due to the nature of this post, it is subject to a Disclosure and Barring Service (DBS), criminal records check.**

