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| **Job title** | Employment Services Support Worker |
| **Responsible to** | Employment Services Manager |
| **Geographical Reach** | Medway , North Kent |
| **Base** | Chatham |
| **Hours** | Part Time - 30 Hours |
| **Salary** | £20,250.00 pro rota |
| **Contract** | Fixed Term - April 1st 2023 |

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**Job Description: Employment Services Support Worker**

**Purpose of Post**

This post is to deliver and support a range of Live Well Medway Employment Support Services and initiatives to people over 17 who live in the Central Medway area and experience mental health issues.

Live Well Medway Employment Support is part of the North Kent Mind Employment Services and includes:

* Developing, supporting and delivering Preparing for Work sessions
* Supporting all the outcomes of Live Well Medway Employment Services
* Improve understanding of Mental Health needs with local employers
* Individual one to one employment coaching (CVs, job search, volunteering & mock interviews)
* Assist in the improvement of Mental Health and Wellbeing locally
* Promote LWM services to increase referrals
* Evaluate clients’ support needs and ensure appropriate signposting to other services
* Work closely with other North Kent Mind teams and Live Well Medway Services.
* Tablet loan scheme

**Structure of the Post**

This post is supervised by the Employment Services Manager.

They must be flexible to work in Medway and at times attend meetings in other areas of North Kent.

For the calculation of travel expenses, the North Kent Mind Offices in Chatham shall be considered the base throughout, and travel between home and another working venue can only be claimed insofar as it is in excess of the distance between home and base. All time in travel between venues is counted as time worked.

The respective balance of the elements listed in this job description may change in accordance with the needs of the organisation as defined by the Employment Services Manager. Contracted hours will be worked on an average weekly basis over a month rather than on a strict weekly basis.

**Duties of The Post: Specific**

**These duties relate to this post only:**

1. To facilitate and support the Live Well Medway Employment Service.
2. To support the delivery of Preparing for Work within the community, including organising: scheduling, intake, materials, and referrals.
3. Ensuring the facilitation of any group activity is in accordance with accepted good practices, and the collection and analysis of feedback for performance monitoring.
4. To support the delivery of successful referral and employment outcomes
5. Assist with increased understanding of mental health locally for employers and the community
6. Adhering to monitoring systems, including data input of all interventions for recording outcomes
7. Coaching and supporting clients into work through various interventions
8. Keeping accurate and up to date information on clients and their progress
9. Utilise the IPS model.
10. Embed all Live Well Medway outcomes and methodology into the service.
11. Support and utilize volunteers within the service
12. Utilize blended working with both digital and in-person approaches as required by the Employment Services Manager.
13. Include digitally excluded individuals through a tablet loan scheme and basic IT support.
14. Develop close working relationships with key relevant local agencies.

These duties will involve meeting Live Well Medway employment outputs, including ensuring all paperwork and admin duties are implemented fully and in accordance with North Kent Mind requirements; to provide full and appropriate feedback to the Employment Services Manager.

**Duties Of The Post: General**

These duties apply to all North Kent Mind Staff, whichever service they work for:

1. To work within a framework which:
   * Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
   * Promotes Social Inclusion, Empowerment, Well-being, and the Recovery Model
   * Respects, encourages and builds on individual clients’ coping strategies, skills and autonomy, and is in keeping with the Codes of Practice for Social Care Workers as defined by the General Social Care Workers
   * Maintains good liaison with any other outside agencies as is necessary
   * Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.
   * Adheres to the principles of the Social Care Standards as defined by the GCSI
2. To participate in supervision and appraisal
3. To attend staff meetings and team meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate, or assign.