

## Mind Pembrokeshire Job Description

### Our Mission

We work for a better life for everyone with a direct or indirect experience of mental health problems. We promote a positive attitude to mental, emotional and physical wellbeing.

### Our Vision

"We won't give up until everyone experiencing a mental health problem has both support and respect."

**Job Title:** Employment Specialist Worker

**Job Purpose:** To support individuals in their plan to develop skills that will improve confidence, self-esteem and employability. Using a person centred approach motivate and encourage clients to achieve their potential.

**Salary:** £16,797 per annum pro rata

**Travel Expenses:** 40p per mile

**Hours:** Up to 16 Hours

**Responsible to:** Mind Pembrokeshire CEO

**Based:** Various locations across Pembrokeshire

### Duties

- To work as part of a multidisciplinary team to include Occupational Therapist, Community Psychiatric Nurses and other members of the Early Intervention in Psychosis Team
- To assess original referrals to the project and check if appropriate for the service
- To work with the clients to identify their needs, interests and aspirations in order to establish their action plan
- To work effectively with local businesses and employers to support them and the participant to remain in work
- To help individuals develop confidence and self-esteem through work practice and training
- To think creatively when setting goals with clients
- To help motivate and encourage clients to fulfil their potential
- To assist individuals to improve their social skills, practical skills and work ethic
- To support participants equipping them with skills to enable them to work independently where appropriate
- To work with individuals to identify progress and celebrate achievements through their plan
- To facilitate and support individuals in their chosen volunteering opportunities
- To maintain supportive and productive relationships with all staff, volunteers and clients

- To adhere to the organisations policies and procedures
- To supervise safe working practices and comply with the organisations Health and Safety Policy and undertake the specific responsibilities for the post
- To maintain risk assessments for each individual and to ensure that all appropriate risk reduction measures are taken
- To carry out other duties commensurate with experience and qualifications as may be required from time to time in consultation with the CEO

**Mind Pembrokeshire**  
**Person Specification – Employment Specialist Worker**

Shown below are the requirements we believe are essential and desirable to carry out this job.

Applicants should use the application form, job description and person specification to show how they meet these requirements as selection for interview will use these criteria.

**Attributes**

- Person centred
- Encouraging
- Motivational
- Empowering
- Non-judgemental
- Flexible

**Essential**

- Ability to work confidently and effectively alongside individuals in crisis.
- Ability to communicate effectively.
- Ability to manage a range of social interactions with a sensitive approach.
- Ability to partake in activities with clients and co-workers.
- To work on your own initiative and prioritise a demanding workload.
- To work as an integrated team member.
- Knowledge and interest in mental health and wellbeing.
- Reasonable computer, literacy and numeracy skills.
- Willing to make a positive contribution towards team meetings, individual support and development and on an annual basis; Appraisal.
- Commitment to equal opportunities.
- Own transport and clean driving licence.

**Desirable**

- Qualifications relating to Health and Social Care, customer service or related.
- Social Care work experience in the Voluntary Sector.
- Knowledge of Health and Safety requirements.
- Ability to speak Welsh.