## TOUCHSTONE

**JOB DESCRIPTION**

**EMPLOYMENT ADVISOR**

Grade: £25,480 - £29,310 per annum

Hours: 37 Hours Per Week

Responsible to: Deputy Operational Team Manager

Employing body: Board of Touchstone Leeds

Locations - Leeds

**Fixed term to 31st March 2026, with possibility of extension**

# PURPOSE OF THE JOB

This role is part of an employment advice service, integrated within a long-established IAPT service which provides psychological therapies to people with common mental health problems. The post-holders will support individuals with common mental health problems to gain, return to, or retain employment. Leeds IAPT is delivered by a partnership of four organisations, and the Employment Advisor will be expected to work collaboratively with partners within a matrix management framework.

The post holder will work with people from a wide range of age groups and cultural backgrounds, using interpreters when necessary and must be committed to equal opportunities and delivering an inclusive practice. We aim for our workforce to reflect the diversity of the communities we serve, and we particularly encourage applications from BAME and LGBTQIA+ communities.

### ROLE DESCRIPTION

1. To manage a caseload of people who have experienced common mental health problems (ego anxiety, depression, phobia, OCD) and who wish to retain, return to, or gain employment.
2. To support clients with identifying skills, matching skills to employment opportunities, training, finding job vacancies, and all aspects of job application processes.
3. To identify potential work solutions that could overcome or minimise difficulties within the workplace, including any possible reasonable adjustments in line with employers’ obligations under the Equality Act 2010.
4. To work in a way that supports and develops clients’ independence.
5. To work closely with therapists, Psychological Wellbeing Practitioners and others within LMWS, to ensure the client benefits from an integrated care approach
6. To liaise and work in partnership with employers, trade unions, Jobcentre Plus and other organisations in support of clients.
7. To signpost clients, where appropriate, to other services for support.
8. To complete all necessary paperwork including file notes and action plans.
9. To attend team meetings, organisational events and regular management supervision as required.
10. Participate in team meetings and other meetings as required.
11. Represent the employing organisation in a knowledgeable and professional manner at all times.
12. Maintain appropriate professional boundaries at all times.
13. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
14. Partake in the employing organisation’s Personal Development Review system.
15. Any other duties commensurate with the grade and level of responsibility of this post.

# GENERAL

1. To provide information and advice about Touchstone’s services to managers, teams, and other people/agencies with an interest in the organisation's work.
2. To undertake out of hours work as required by the service.
3. To be inducted, supervised, performance managed and appraised in line with the organisation’s performance management policies and procedures.
4. To be responsible for personal learning and development where appropriate and undertake training, both mandatory and optional, to increase knowledge, skills and awareness.
5. To be aware of and implement the general practices of Touchstone’s Health, Safety and Security policies and keep Managers informed about any serious and untoward incidents, safeguarding issues, health & safety concerns, financial issues, staff welfare.
6. To operate within the aims, policies and practices of Touchstone at all times and to be committed to and promote the organisation’s equal opportunities and anti-discriminatory policies.
7. To ensure information is dealt with in accordance with Touchstone’s policies around Confidentiality, Communications, Internet, Email and Telecommunications and steps are taken to ensure that confidential information is secure e.g. service user data.
8. To undertake any other duties as directed by the Manager, in line with the responsibilities of this post.