

Employment Specialist self-development tool

Use this tool to identify areas that you need to develop with: training; field mentoring or more experience.

Characteristic, skill or competency	True	Kind of	False/ Don't know
Initiative			
I take the initiative to contact my service users			
I am able to think quickly on my feet to come up with solutions to challenges			
I come up with creative ways of finding jobs			
I enjoy meeting new employers			
I work hard at developing relationships with new employers			
Outreach			
I find it easy to develop close and trusting relationships with employers			
I find it easy to develop close and trusting with service users			
I spend most of my time in the community			
If a client misses an appointment I telephone them			
If a client misses an appointment I visit them			
I have/would visit clients in hospital			
I visit clients at their home			
3. Persistence and perseverance:			
I am able to reframe rejection for clients to make it a learning experience			
I do not give up on a client unless they make the decision that they no longer want to work.			
I am persistent in making contact with potential employers			
I am able to remain positive when dealing with the negative attitudes of clinicians			
I consider a client losing a job as a positive learning experience			
I am able to remain positive when my client gives up on a job			
4. Hardiness:			
I am fairly thick skinned; I do not take rejection personally			
Negative experiences get to me.			
I am known for my high morale and positivity			
I believe that people with mental illnesses can work			
If my client disengages I work hard with them to ensure that it is for the right reason			
I never lose optimism that I can find someone a job			
5. Empathy:			
I am good at listening to what my client wants			
I do not impose my own opinions on my client			
I am good at gaining my clients trust			
I understand the emotional vulnerabilities of my clients			
I understand the cognitive difficulties of my client			
I do not judge my clients			
6. Passion:			
I am passionate about helping people with mental illness into employment			
My passion is evident to service users and clinicians			
My passion helps me and my clients overcome negative experiences			
I believe that employment helps improve recovery from mental illness			
I find it easy to give my clients a sense of hope			
I believe that I can find a job for anyone who wants to find a job			
7. Team orientation:			
I share leads and ideas with other employment specialists			
I am vocal about employment in clinical team meetings			
I am comfortable working with clinicians			

	True	Kind of	False/ Don't know
I am able to communicate effectively			
8. Professionalism			
I encourage constructive criticism from my clients			
Employers find me professional			
I present myself professionally to my client			
9. Conscientious			
I am committed to ensuring that my client is placed in the right job			
I am committed to helping my client to stay in that job for as long as they need my support			
I do not let my client, employers or clinicians down			
Self-efficacy			
I am confident in my own ability to support someone into employment			
I am not afraid of working to targets			
I enjoy the challenge of being the only ES in a clinical team			
Strong communicator			
I am good at listening to my clients			
I find it easy to tease out what clients want to get from employment			
I am good at active listening, using open-ended questions, reflecting back, re-framing and emphasizing strengths			
I am good at giving feedback to my clients			
I am good at writing CVs, letters and reports			
I am good at developing on-going relationships			
Capacity to learn			
I am able to learn from events that go wrong			
I am aware of my strengths and weaknesses in relation to supported employment.			
2. ES Competencies:			
I am effectively integrated into the clinical team			
I educate the clinical team around the importance of access to employment and education and how it can be achieved			
My clinical team believe supported employment is beneficial to their clients			
I know the IPS principals and practice			
I know about my local labour market			
I know what employers look for in a CV			
I know what employers look for at an interview			
I am able to help my client make cold and warm contacts for employment.			
I am able to develop vocational action plans which identify specific objectives, time-lines and who is responsible for what.			
I have a good understanding of the benefits system and process involved in supporting someone to make the transition from benefits to paid employment.			
I am able to assess the service users functioning in relation to work on an on-going basis (in consultation with treating professionals and employers) and put strategies in place to address any issues that may arise.			
I am able to analyse a job role and identify the physical, cognitive requirements of the role as well as the technical skills and social interactions required.			
I am able to provide individualised job development and find jobs that aren't available on the open market			
I provide effective and structured job search support.			
I find it easy to identify in work supports required for work role demands, work life balance, travel to work, managing self at work, social demands of the workplace, managing symptoms at work, money management, managing addictions issues and performance management			
I feel able to support a service user in work when they were struggling			

	True	Kind of	False/ Don't know
I have the ability to support a service user to move into another job after a previous job was not a good job match or is temporary.			
I am able to work holistically with service users to identify physical health issues that may also need to be taken into account when planning the return to work.			
I have a knowledge of health and safety in the workplace, and how to manage risks in relation to supporting a service user to return to work or education (in consultation with clinical staff).			
I am able to support the employer eg providing education, addressing issues that have arisen, negotiating adjustments etc.			
I know how to work towards creating natural supports eg in the workplace, from family/friends etc			
I have a knowledge of the DDA, and Equality Act and an ability to creatively negotiate reasonable adjustments.			
I have the necessary knowledge to provide supported education.			
I have an understanding of mental health conditions and or addictions issues, their impact and how they can be managed.			
I have an understanding of how criminal history may impact on the individuals work options, and how this can be managed effectively in the recruitment process.			
I have good understanding of the employment system on a local and national level, and the ability to develop relationships with local agencies eg JCP, Welfare to Work Providers, Voluntary Sector providers etc.			
I can competently support someone with a forensic history into employment			
I am able to impartially guide clients on how to manage their personal information during the return to work process			
Job retention issues			
I have an ability to identify any issues in the workplace that may have contributed to the job retention issue.			
I have an ability to identify any personal/health issues which are impacting on the individual's ability to perform effectively in their work role.			
I have the ability to mediate between the service user and employer and/or refer to the appropriate sources for mediation support.			
I have knowledge of relevant legislation eg DDA and how to refer to other sources if more complex legal advice is required.			
I have the ability to effectively negotiate with the employer regarding a return to work plan or alternative duties if their previous role is unsuitable.			
I have the ability to assess the previous workplace and ensure a safe return to work plan is put in place eg a graded return to work, job modifications etc in consultation with all relevant parties eg relevant stakeholders within the employer eg managers, HR, co-workers, clinical staff, the union if involved, GP etc.			
I have the ability to provide proactive on-going support to the individual and employer throughout the return to work process in consultation with treating professionals.			