



Job Description

Service	ReNew Hull
Job Title	Employment Specialist (Individual Placement and Support) 2 positions are available.
Base	Individual base's will be confirmed with the successful candidates at any of the Renew Hubs within Hull. Travel to other projects away from your base will be required. Travel expenses will be re-imbursed.
Hours	37.5 Hours per week. Fixed term contract until March 2025.
Salary	CGL Payscale 25-28 (£25,774.42 - £28,116.74)
Reports to	Senior Employment Specialist (IPS)
Operating Principles	<p>Change Grow Live has developed several operating principles that it believes are essential to providing effective and inspirational care and support for its service users. They should be viewed as overarching expectations for all roles at Change Grow Live.</p> <p>All staff will contribute to the ongoing development of an ambitious, inspirational and outcome focussed culture at every level of service delivery.</p> <p>All roles will tangibly contribute to provide hope, empowerment, choices and opportunities that promote people reaching their full potential as individuals and community members.</p> <p>All service delivery will model the belief that we all have the potential to make positive changes and to lead meaningful and purposeful lives, as involved and contributing members of society.</p>

Purpose of Job	<p>You will manage a caseload of clients of people in structured treatment for drug and/ or alcohol use, to assist them in securing sustainable paid employment in line with their preferences.</p> <p>You will deliver the Individual Placement and Support (IPS) approach; providing person centred advice and guidance to clients, whilst building positive relationships with local employers to enable clients to move into suitable employment.</p> <p>You will work as part of a community drug and alcohol treatment service, maintaining positive and integrated relationships, fostering a holistic approach to recovery through employment.</p>
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Key Responsibilities:	
	<ul style="list-style-type: none"> • Provide IPS services across a range of operational locations as designated by the contract.
	<ul style="list-style-type: none"> • Manage a caseload of around 25 clients in structured treatment for drug/alcohol misuse who are motivated to start/return to work.
	<ul style="list-style-type: none"> • Meet and support clients to understand their aspirations and goals through completing a vocational profile and producing an action plan to help them obtain and sustain competitive employment.
	<ul style="list-style-type: none"> • Support clients on the IPS caseload with CV production, application forms, interview techniques and career development.
	<ul style="list-style-type: none"> • Source job opportunities for clients through tailored job search and regular contact with local employers to explore hidden as well as advertised employment opportunities.
	<ul style="list-style-type: none"> • Provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategy and on-going contact with the employer to ensure job retention.
	<ul style="list-style-type: none"> • Once employment has been secured continue to provide a quality service through conducting regular visits, effective monitoring and in-work support to clients and employers to help sustain employment.
	<ul style="list-style-type: none"> • Promote the benefits of supporting clients to access employment within the clinical team and external employers, aiming to raise the profile of IPS services, and raise expectations around the ability of clients to access paid employment.
	<ul style="list-style-type: none"> • To work with client keyworkers and clinical staff, including through case conferencing, to ensure that clients receive appropriate support from everyone involved in their care during the return-to-work process.
	<ul style="list-style-type: none"> • To assess individual support needs related to work which might typically include help with welfare benefits, travel to work, managing health at work etc.

<ul style="list-style-type: none"> To work with the local IPS Senior Employment Specialist and Inspire Lancashire's Education, Training and Employment Lead to ensure that vocational support services offered continue to develop effectively.
<ul style="list-style-type: none"> Ensure that effective referral procedures to the IPS provision from the clinical team are in place and data management is in line with CGL's information governance policy.
<ul style="list-style-type: none"> Work to the eight key IPS principles and adhere to 'fidelity' quality standards always.
<ul style="list-style-type: none"> To provide advice and support to employers, as agreed with the individual, which may include negotiating adjustments and on-going contact with supervisors in the workplace to ensure job retention.
<ul style="list-style-type: none"> To challenge inequalities experienced by clients and address existing discrimination, whilst ensuring a process of learning for the organisation.
<ul style="list-style-type: none"> Facilitate feedback opportunities for clients to provide feedback on the service and use this to review and develop the service.
<ul style="list-style-type: none"> Arrange regular meetings with clients to monitor and review progress pre- and post-employment.
<ul style="list-style-type: none"> Undertake mandatory training as required, including training in the IPS approach and employer engagement.
<ul style="list-style-type: none"> Actively participate in own continuous professional development
<ul style="list-style-type: none"> Ensure that all relevant policies are implemented and adhered to such as information governance, safeguarding, data protection and GDPR

Our commitment to you:

CGL works within the following framework and requires all employees to do the same

Equal Opportunities

CGL are committed to creating an inclusive environment, which celebrates difference and allows our staff and service users to flourish. CGL are committed to promoting and ensuring anti discriminatory practices through our organisational values, policies and procedures, which we expect all staff to promote and adhere to. CGL expect all staff to challenge prejudice and discrimination, to support staff with this we offer robust supervision alongside training and development opportunities to continually improve equality, diversity and inclusion practises.

Vision

CGL enables people to make the positive changes necessary to lead independent and purposeful lives and create safer, healthier communities.

Career Development and Progression

CGL is committed to providing its staff with opportunities for personal and professional development. We provide an internal training and development programme and aim to keep all our people up to date with new legislation and trends in health and social care work, with specialist training provided as required. Where appropriate, staff undertake external training courses in line with their development needs.

Safeguarding

CGL are committed to ensuring the safeguarding and wellbeing of children and adults at risk, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.

Your commitment to CGL

CGL Vision and Values

Promoting and understanding the values and vision of CGL. To understand what it means to you in your respective role, to your team and to service delivery.

Children and Adults at Risk

Demonstrating an understanding of and commitment to best safeguarding practice. Making awareness of documentation and referral pathways at your service a priority and taking immediate and appropriate action as necessary.

Boundaries and Behaviours

Observing professional integrity in relationships with service users, peers, your team and other relevant professionals.

Health & Safety

Being responsible for your health and safety and that of colleagues and service users. Employees should co-operate with management and follow established systems of work.

Equality, Diversity and Inclusion

Being committed to helping to build an organisation that respects and values the diversity of all staff, making our services accessible and inclusive, regardless of an individual's protected characteristic (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation) recovery status or offending background.

The above is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time to meet the changing needs of CGL. Any change will be made after a proper period of consultation.

*This post is subject to a Disclosure and Barring Service check at an enhanced level.
(Applies to all roles where regulated activity is undertaken.)*

Staff will need to work flexibly across operational sites as required and to work flexibly within an agreed number of hours to maintain the most appropriate level of service provision. This may involve evening and weekend working

Person Specification

Essential and desirable requirements (E & D) for the role and assessing and testing the necessary level of competence required for this role. Please note - applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.

	Essential	Desirable
Education and Qualifications	Educated to degree level, or with equivalent relevant work experience.	Level 3 Diploma in Employability Services Sector Qualification or equivalent. QCF in Advice & Guidance (Level 3 or above)
Experience	At least 1 years' experience of helping people facing severe labour market disadvantage to obtain or keep work. Proven experience of meeting and exceeding outcomes and targets.	Experience of working with people recovering from addiction and/or mental health problems or a similar client group. Previous employer engagement, business development or sales experience.
Skills, knowledge, and abilities	An understanding of the employment needs and difficulties of people who experience substance dependency and related barriers to employment. Able to assess clients' vocational functioning on ongoing basis utilising background information and work experiences. Able to work in a complex environment and demonstrate a high level of perseverance, being	An understanding of the principles and practices the Integrated Support and Placement (IPS) model of supported employment. An understanding of the Equalities Act 2010. Basic counselling skills.

	<p>committed to seeing plans through to completion with agreed timescales.</p> <p>Ability to develop relationships with multiple stakeholders, including employers, partner agencies, clients, and their family/carers.</p> <p>Ability to support clients and employers when a client's job is at risk.</p> <p>An ability to provide advice and support to keyworkers and clinicians in relation to the employment needs of their clients.</p> <p>Working knowledge of a broad range of occupations and jobs.</p> <p>Knowledge of the welfare benefits system.</p> <p>Able to use IT and tools such as MS Word, PowerPoint and Excel</p> <p>Excellent motivational, communication and listening skills.</p> <p>Natural ability to build close, trusting and productive relationships with people.</p>	
<p>Personal Qualities</p>	<p>Non-judgemental and trustworthy.</p> <p>Passion and drive to make a positive difference to people's lives.</p> <p>Positive mindset with the ability to motivate, engage and inspire.</p> <p>Highly motivated with a genuine belief that someone affected by drug and/or alcohol dependence can find paid employment</p> <p>Resilient and tenacious to not give up despite setbacks and frustrations.</p> <p>Commitment to integrity and excellent service delivery to the client, employers, and clinical team.</p> <p>Self-aware of personal strengths and weaknesses and actively invest in personal and professional development.</p> <p>Willingness to travel and work flexibly.</p>	