

IPS Vocational Specialist – Band 5

Job Description

Post Title: IPS Vocational Specialist

Department: Employment Service

Location: Black Country

Directorate:

Band: 5

Hours: 37.5

Contract Type: Fixed term contract

Responsible to: IPS Supervisor

Responsible for: Volunteers

Job Purpose

To manage a caseload of people with severe and enduring mental health problems who require employment support; using the Individual Placement and Support approach to gain benefits advice, overcome barriers to work, developing close relationships with clinical teams and completing rapid job search. The post holder will work to the IPS model and will adhere to the Fidelity Scale ensuring that the service operates as close to the 25 principles as possible.

Main Duties/Responsibilities

- To manage a caseload of clients who have experienced severe and enduring mental health problems.
- To carry out a vocational assessments, to identify vocational needs and develop action plans in agreement with the individual.



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- To maintain detailed and accurate case notes, action plans and client paperwork and upload these on to the management information system within the allocated timeframe.
- To provide information, advice guidance & support to individuals about the pathways of opportunities available to them to gain and sustain work.
- To support individuals to gain accurate benefits advice, complete paid job applications, compile CVs and to practically prepare for interviews.
- To liaise and arrange meetings with health professionals, partner agencies (voluntary and statutory sectors) and/or employers concerning the individual's needs, including partner organisations that work with diverse groups to develop joint working that will enhance service delivery and increase opportunities for individuals.
- To deliver training and workshops (as required) to clients on job applications, CV writing and interview skills to increase their chances of moving into employment.
- To take part in informal training with colleagues from external organisations to help raise awareness and improve their knowledge about the IPS model, as well as supporting them to understand the severe and enduring mental health problems.
- To liaise and communicate regularly with the referrer and other relevant healthcare staff to ensure that all parties are kept informed and co-operate in helping the individual achieve and sustain employment.
- To collect and collate statistics that supports the ongoing monitoring of service delivery/ quality. To provide information for service reports as required and participate in regular audits and evaluations.
- To work as part of a team to further develop quality standards to continue to improve service delivery and the implementation of IPS in new health pathways
- To offer advice and guidance to the Administrator and training and support to new team members
- To work flexible hours as required to meet the needs of the individuals and the vocational service
- Along with your main duties, you will also be expected to carry out any other duties that are reasonably asked of you.



Trust Values

Employees, workers, and / or contractors will be expected to uphold the values of the Trust and exhibit the expected Trust behaviours aligned to the Trust's values. Individuals have a responsibility to ensure that they display the Trust values and behaviours in carrying out their job and that individuals feel able to challenge (or raise a challenge) when other colleagues' behaviours breach the spirit of Trust values.

Confidentiality and Data Protection

Staff are to familiarise themselves with the Employer's data protection policy when this is available, which sets out its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. You must comply with the Employer's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation and only for the purposes of your work for the Employer. The Employer will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Employer's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Employer's Data Protection Officer.

Data Quality

The post holder should ensure any data/information prepared for either internal or external analysis is 'fit for purpose' i.e. that it is accurate, valid, reliable, timely, relevant and complete.

No Smoking

The Trust has a no smoking policy. Smoking is not allowed on any Trust premises.

Health and Safety

The post holder will take personal responsibility for any Health & Safety issues and obligations under the Health & Safety at Work Act. The post holder should also be aware of and comply with other relevant legislation and policies e.g. Fire Regulations.



Clinical Governance

All employees are required to actively contribute towards the Trust's clinical governance systems, taking responsibility as appropriate for quality standards, and work towards the continuous improvement in clinical and service quality.

Infection Prevention & Control

Infection prevention & control is everybody's responsibility, it is a requirement for all Trust staff to comply with all Trust infection control policies and procedures.

- All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace.
- All staff must adhere to the Trust's Hand Decontamination Policy
- All staff are expected to behave in a manner which protects patients, public and colleagues from infection risks within the scope of their role.
- All staff should have infection control training at induction and annual infection control updates as required.
- All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

Safeguarding Adults

Safeguarding is 'Everybody's Business'. It means protecting people's health, well-being and human rights. It includes protecting their rights to live in safety, free from abuse and harm; taking their views, wishes, feelings and beliefs into account. In the West Midlands, the main statutory agencies work together to promote safer communities, to prevent harm and abuse and to deal with actual or potential when concerns arise. These Organisations which include Black Country Healthcare NHS Foundation Trust work together to achieve these outcomes by working within the Safeguarding Adults multi-agency policy and procedures for the West Midlands and adhering to the local Safeguarding Adult policy and procedures. Staff can contact the Trust Named Nurses for Safeguarding Adults or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.



Safeguarding Children

All members of staff have a responsibility to ensure that children and young people are safe from abuse or harm. Employees must comply with Local Safeguarding Board Child Protection Policy and Procedures and Black Country Healthcare NHS Foundation Trust Safeguarding Children Policy. Staff can contact the Trust Named Nurses for Safeguarding Children or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

Professional / Managerial Codes of Practice

The post holder is expected to abide by the relevant codes of practice of the registering body for healthcare professionals, and, where applicable, the NHS Code of Conduct for managers.

Policies and Procedures

The post holder is required to abide by all policies and procedures of the Trust.

Pandemic / Other Emergencies

In the event of a pandemic being declared, the post holder may be required to adjust their days of work, hours of attendance, work base, and duties to support the delivery of services.

Job Description

This document is not intended to be an exhaustive list. Other duties, responsibilities and work base appropriate to this role / grade, may also be required. The manager will discuss this with the post holder where necessary.

Post Holder's Signature:

Date:

