

# GROUNDWORK GREATER MANCHESTER



IPS Employment  
Specialist  
Job Description &  
Person Specification



## SALARY

£25,000

## DURATION OF THE POST

Permanent

## BUSINESS UNIT

Employment & Enterprise

## LOCATION

Birchcroft, Ashton under Lyne and co-located with Turning Point in Oldham or Rochdale

## ACCOUNTABLE TO

IPS Senior Employment Specialist

## RESPONSIBLE FOR

Caseload of clients

## TEAM

IPS Team in Employment

## OVERVIEW OF THE POST

You will be part of a new team delivering the Individual Placement and Support (IPS) approach, for a caseload of clients receiving treatment for drug and / or alcohol use. You will be providing person centred advice and guidance for clients to support them to secure and sustain appropriate employment outcomes. You will be responsible for building positive relationships with local employers, to source suitable vacancies and enable clients to move into employment with them.

You will be employed by Groundwork, as part of the Employment Team. whilst working in partnership with Turning Point, the community drug and alcohol service provider. You will have access to office space at Groundwork premises in Ashton under Lyne, and be co-located with Turning Point in either Oldham or Rochdale.

You will work with a range of stakeholders in addition to the IPS and Groundwork teams including service managers, clinical teams, user groups, training and employment schemes, local colleges, local employers, JCP and other partner agencies (e.g. mental health, criminal justice, housing and homelessness).

## ROLE & MAIN PURPOSES OF THE POST

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. You will deliver the Individual Placement and Support (IPS) approach (for which training will be given); providing person centred advice and guidance to clients, whilst building positive relationships with local employers to enable clients to move into suitable employment.

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.

### Core Responsibilities:

- Manage a caseload of around 25 clients in structured treatment for substance use who are motivated to start/return to work.
- Deliver the Individual Placement and Support (IPS) approach for which training will be given.
- Meet and support clients to understand their key skills, aspirations and goals through completing a Vocational Profile and produce an Action Plan to help them obtain and sustain competitive employment. This includes support with their job search, CV production, application forms, interview techniques and career development.
- Assess client support needs related to work which may include benefits/welfare advice, disclosure of mental health symptoms etc, and provide support & guidance.
- Attend weekly clinical team meetings as an embedded IPS practitioner.
- Source job opportunities for clients through tailored job search and regular contact with local employers to explore hidden as well as advertised employment opportunities.
- 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.
- Build relationships with colleagues in clinical teams to engage and generate referrals and create collaborative working partnerships with clinical staff (promoting employment as a positive intervention in the recovery journey).

- Once employment has been secured continue to provide quality service through conducting regular visits, effective monitoring and in-work support to clients and employers to help sustain employment.

**Relationship Management:**

Establish positive and integrated relationships with Groundwork colleagues, clinical teams, employers and other service providers. This includes:

- To build and maintain employer relationships and maintain employer engagement database using Salesforce system
- Arrange regular meetings with clients to monitor and review progress pre and post-employment.
- Spend time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- To challenge inequalities experienced by clients and address existing discrimination, whilst ensuring a process of learning for the organisation
- Work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the work place – this can include exploring 'job carving' i.e. carving small slices of work from the duties other staff do not have time to do.
- To develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals. This may include local colleges and training providers.

**Other:**

- To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- To work independently, reliably and deliver consistently to deliver effective IPS practice.
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation.
- To co-produce service development with service users where possible.
- To collect employment recovery stories from people accessing the service.
- Partake in continuous learning about substance use and mental health conditions, their impact and how they can be managed and undertake mandatory training as required.

**PERSON SPECIFICATION**

**Qualifications and Training:**

**Essential**

- Educated to a degree level **or** equivalent experience

**Desirable**

- Trained in IPS approach
- Level 3 Diploma in Employability Services Sector Qualification
- QCF in Advice & Guidance (Level 3)

**Experience:****Essential**

- Experience/understanding of working with people with substance use support needs, or a similar client group within health, social services or the voluntary sector

**OR**

- Experience working in employment services supporting people to obtain or keep work
- Experience of working with someone on a one-to-one basis
- Experience of managing multiple tasks at any one time
- Experience of working assertively to influence decision makers

**Desirable**

- Personal lived experience of recovery
- Previous experience of delivering a service using the IPS model is a bonus
- Proven experience of meeting and exceeding outcomes and targets

**Knowledge:****Essential**

- An understanding of the employment needs, and challenges faced by people who experience labour market exclusion
- Developing a knowledge of a broad range of occupations and jobs
- Able to use IT and tools such as MS Word, PowerPoint and Excel

**Desirable**

- Knowledge of the benefits system and all disability/ employment related benefits

**Skills:**

- Good motivational, communication and listening skills
- Outstanding interpersonal skills and ability to build rapport with a range of people
- Good organisational ability
- Natural ability to build close, trusting and productive relationships with people
- Team orientated and works collaboratively within a mixed-disciplinary team
- Ability to work independently and use initiative to develop and promote a service

**Personal qualities, values and ethos:**

- Non-judgemental and trustworthy
- Empathy with the needs of those with mental health support needs
- Passion and drive to make a positive difference to people's lives
- Highly motivated with a genuine belief that someone affected by drug and/or alcohol dependence can find paid employment
- Resilient and tenacious to not give up despite setbacks and frustrations
- Self-aware of personal strengths and weaknesses and actively invest in personal and professional development
- Willingness to travel within the area
- A genuine passion for Groundwork Greater Manchester's mission and values;
- A commitment to the delivery of high quality services and value for money.

## Groundwork Greater Manchester - Quality & Environment Management System

Job Description and Person  
Specification Template

JDPST

Version 1

Next review:  
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Public

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- Commitment to an agile project/team culture of 'learning in action' to ensure the team/project learns the most it can from its work in the community and adapts accordingly
- Commitment to inclusion and team-work
- A commitment to low-carbon ways of working

### ADDITIONAL FACTORS

- Able to work outside of normal office hours within a flexi time / time off in lieu system.
- Environmentally aware and sympathetic to the aims and ethos of Groundwork and other project partners.
- Comply with Policies and Procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Infection Control and Environment.
- This role will be subject to a Disclosure and Barring Service (DBS) check.

**PREPARED BY:** Venetia Knight

**PREPARED ON:** August 2021