



## JOB DESCRIPTION

**JOB TITLE:** IPS EMPLOYMENT SPECIALIST  
**RESPONSIBLE TO:** OPERATIONS DIRECTOR  
**ACCOUNTABLE TO:** CHIEF EXECUTIVE  
**LOCATION:** ESSEX

### **Mission**

Our mission is to empower a diverse range of individuals, families and communities to lead healthy and more meaningful lives, free from addiction, offending behaviour and disadvantage, to ensure healthier, happier lifestyles.

### **Job Summary & Purpose**

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 Support (IPS) approach, providing 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 of drug and alcohol treatment providers, maintaining positive and integrated relationships, fostering a holistic approach to recovery through employment.

### **Responsibilities:**

#### **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.
- 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 a 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 clinical teams, employers and other service providers. This includes:

- To build and maintain employer relationships and maintain employer engagement database.

- 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 the 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.
- Ensure that all relevant policies are implemented such as information governance, safeguarding, etc.
- 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.
- Work flexible hours as required.

### **Stakeholders**

Senior Employment Specialist, service managers, clinical teams, user groups, training and employment schemes, local colleges, local employers, and partner agencies (e.g. mental health, criminal justice, housing and homelessness).

### **Health & Safety**

Adhere to all health and safety policies of both organisation and take responsibility for the health and safety of yourself and others.

### **Equality & Diversity**

Promote and protect the equality, diversity, rights and responsibilities of individuals

### **Behaviours**

Adhere to the requirements and principles of Open Road's Behaviours Framework and demonstrate these in your day to day responsibilities.

### **Data Protection**

Adhere to the requirements of Open Road's Information Governance and Data Protection policies.

### **General**

Undertake any other reasonable duties as requested by your Line Manager, the Chief Executive or other members of the Senior Management Team.