

IPS Employment Specialist

Title	IPS Employment Specialist
Directorate	Operations
Reports to	IPS Senior Employment Specialist
Responsible for	Volunteers
Key relationships	Internal: Director of Services, Contracts Manager, Operations Manager, IPS Senior Employment Specialists, IPS Employment Specialists, Substance misuse staff team including recovery workers and clinicians. External: Clients, Local Authority Commissioner (or representative), DWP, local employers
Level of employment safeguarding check	Enhanced DBS (Adults only)
Pay Grade	Core Band E
Date evaluated/reference	2025/245/2

Job Purpose

- To safeguard and protect the children, young people and adults that we work with by adhering closely to WithYou's policies and procedures at all times and sharing any concerns immediately.
- To support the Individual Placement and Support (IPS) model as a specialism within a community substance misuse service and deliver support to people who are in treatment / recovery into employment.
- As the IPS specialist, work directly with employers to secure employment opportunities, and subsequently to provide ongoing support to meet both the employees and employer's needs.
- Tackle stigma by promoting the IPS model to partner agencies and the wider community.

- To communicate WithYou's vision and deliver its mission, corporate strategy and business plans.
- To support the knowledge, understanding and practice of frontline workers around the IPS model, referral pathways, fidelity and outcomes.

Main responsibilities / duties

Delivery

- Within the IPS speciality modality, assist clients in their search for work, actively seeking out and securing suitable employment/self employment or training, which matches their skills, experience and aspirations, considering barriers and formulating positive behaviour change plans.
- Support clients to improve their employability using a range of employment interventions, e.g. CV writing, Vocational Profiling, Interview preparation, disclosure, transferable skills, job matching, better off calculations.
- Provide employer engagement via varied communication and activities creating multiple opportunities for clients to access organisations recruitment process fairly, and carve out a role with the employer that meets your clients needs.
- Deliver training and skill sharing sessions with the wider team on aspects of employment practice and IPS, tackling stigma and identifying clients who want to enter employment.
- Provide your expertise in employment law supporting both employer and client to manage any reasonable adjustments, discrimination cases and supporting an employee with substances in the workplace.
- Deliver continuity of care through effective partnership working, care co-ordination, delivery of employment interventions and key work responsibilities.
- Contribute to the discussions around high risk cases and support with ideas and solutions enabling staff to think about employment support.
- With your specialist knowledge, lead with the requirements of the IPS fidelity scale for the service, and support the Fidelity Assessor in activities relating to a fidelity review.
- Promote service offer for treatment and access to mutual aid, creating

peer support opportunities for clients, including facilitating peer support meetings as required with reference to specific employment lived experience.

- Liaise with the Senior Employment Specialist and Service Manager to integrate employment support into service delivery and responding to data themes, and contribute to preparing IPS data for IPS Grow steering meetings.
- Develop and maintain effective relationships with local external agencies for wrap around support, and potential national employers and support packages.
- Develop your own knowledge and practice, attend supervision and team meetings in order to fulfil your role as an effective member of the team.
- Develop open working relationships to ensure operation in line with WithYou's values and work collaboratively with internal colleagues and external partner organisations.
- Support effective communication activities to ensure WithYou's strategic direction is clear, understood, and that staff are engaged to deliver high quality services

Information Governance

- Support Management and peer auditing team with IPS fidelity audits in order to help to identify areas of good practice or areas requiring additional development.
- Record and maintain client statistics/data/case notes using the electronic client management systems in accordance with WithYou's policy.
- Work with colleagues in the Quality and Clinical Governance and the Knowledge Management teams to ensure that best practice for IPS fidelity is shared and embedded across WithYou IPS services.

General responsibilities

- **Confidentiality:** Ensure confidentiality at all times, only releasing confidential or personalised information externally with consent from a line manager.
- **Data Protection Act:** Comply with the requirements of the Data Protection Act and amendments to ensure integrity and security of our information.
- **Safeguarding:** Remain vigilant at all times to any safeguarding concerns within the day to day performance of your job role, sharing and learning from these experiences to ensure our statutory and organisational responsibilities are met in respect of safeguarding children & vulnerable adults.
- **Conflict of interest:** Declare any involvement either directly or indirectly with any firm, company or organisation that has a contract with WithYou.
- **Equal Opportunities and Diversity:** Ensure that all clients, partners, carers, and colleagues in WithYou and partner organisations are treated as individuals within our Diversity and Equality framework.
- **Health and Safety:** Compliance at all times with the requirements of the Health and Safety regulations and WithYou's Health and Safety Policy and Procedures, ensuring reasonable care is taken with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.
- **Quality Assurance:** To ensure all activities are delivered in a way that supports and maintains WithYou's registration with the Care Quality Commission and appropriate agencies in the devolved administrations (England) and with the Care Inspectorate, Scottish Social Services Council and appropriate agencies (Scotland).
- **Any Other duties:** To undertake any other duties that are reasonable and are commensurate with the role as directed by the relevant Director in line with the changing needs of the service and/or legal requirements.
- **Self-development:** Ensure you take responsibility for development and keep learning in your role.

Personal specification

	Essential criteria	Desirable criteria
Education / qualifications	Educated to degree level or equivalent relevant work experience. Evidence of continuous professional development	Coaching qualification
Experience / Knowledge	At least 12 months' experience of helping people facing severe labour market disadvantage to obtain or keep work. Willingness to undertake training and development in the Individual Placement and Support model Sound knowledge of best practice in the provision of services for health inequalities and/or employability and employment services Knowledge and understanding of issues faced by people in treatment/ recovery in the job market, and in employability and employment services	A proven track record in placing people into employment and/ or in supporting people to achieve sustained employment Understanding of national development priorities and the needs of the business community in relation to employability and employment Good understanding of local labour market Understanding of employment law and employer's responsibility Knowledge and Experience of IPS fidelity

Experience of leading multi-agency partnership working and with clients and their family/carers..

Able to assess clients' vocational functioning on an ongoing basis utilising background information and work experiences. Able to discuss client's preference for disclosure of health status to employers.

Able to work in a complex environment and demonstrate a high level of perseverance, being committed to seeing plans through to completion with agreed timescales.

Ability to support clients and employers when a client's job is at risk.

An ability to provide specialist advice and support to service colleagues in relation to the employment needs of their clients.

Working knowledge of a broad range of occupations and jobs.

Good verbal and

	written communication skills, including IT systems Experience of monitoring, evaluating and reviewing personal plans and service data reports. Experience of working within a high performance, target driven environment Knowledge and understanding of health and safety including assessing high-risk situations for clients and employers	
Skills and abilities	Ability to deploy effective employer engagement strategies Ability to work on own initiative and remotely from line management Ability to demonstrate empathy and belief in the potential of people in treatment/ recovery and with disabilities to secure employment. Ability to influence others in the this belief and tackle stigma Ability to use interpersonal skills to	Ability to use evidence based techniques including motivational interviewing An understanding of the principles and practices of the Individual Placement and Support (IPS) model. An understanding of the Equality Act 2010. An understanding of education, training and employment services.

	build and sustain relationships including to manage and resolve conflict Ability to respond creatively to emerging needs of clients Ability to plan and balance competing priorities within tight timescale	
Personal circumstances	Able to meet WithYou's safeguarding requirements of a satisfactory enhanced DBS certificate Ability to work flexible and unsocial hours as required Must be able to work flexibly from different locations Must be able to drive and have access to own transport Commitment to the organisation's Guiding Principles and Behaviours	