



Job Description

Job Title:	IPS Lead Employment Specialist
Job Grade:	B
Reports to:	Service Manager/ Area Manager
Direct reports:	IPS Employment Specialists
Clearance required:	Enhanced DBS
Key stakeholders:	Service users, multi-disciplinary team members, family members, Service Managers, Area Managers.

Workplace values

The post holder will be expected to live our workplace values which are:

- **Honest:** we are open and realistic, building trusted relationships in which we challenge, collaborate and change.
- **Committed:** we are passionate about being the best that we can be, and we do this by keeping people at the heart of everything that we do.
- **Inventive:** we are ambitious, drawing together skills and resources to innovate and adapt in determined pursuit of our mission.

Job Purpose

To manage a team of up to two Employment Specialists providing supervision, training, caseload management, and role modelling of the Individual Placement and Support (IPS) approach, as part of the holistic recovery plan for people in structured treatment for drug and/or alcohol use. The Lead Practitioner will provide a pivotal role in managing a high-quality service that meets fidelity standards and delivers positive outcomes for service users. You will also manage a small 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



Job Description

To manage a high-quality Employment service that meets fidelity standards and delivers positive outcomes for service users, role modelling the Individual Placement and Support (IPS) approach, for people in structured treatment for drug and/or alcohol use.



Job Description

Key accountabilities:

1.	Effectively manage a high-quality service that adheres to the principles of IPS best practice, managing a small caseload of between 10-15 clients at any one time.
2.	Manage, mentor, coach and ensure the development of staff reporting to you, including volunteers. This includes involvement in delivering appropriate training, recruitment, induction, monitoring performance, managing absence and performance & development reviews (PDRs)/ supervisions.
3.	Create a culture of continuous improvement.
4.	Identify the training needs of staff and arrange appropriate training to support with continuous professional development.
5.	Support the design and delivery of in-house staff training and development (including facilitating peer learning and best practice).
6.	Involve service users in co-production of service developments where possible.
7.	Coordinate the work of Employment Specialists in relation to building relationships with employers to effectively access the hidden labour market, external agencies and delivery of job seeking groups.
8.	Manage the IPS service budget and analysis of service value.
9.	Maintain accurate and up to date records and reports and produce regular monitoring reports for internal and external stakeholders, including commissioners.
10.	Identify barriers for service excellent and work with internal and external stakeholders to implement solutions to ensure a high-fidelity service.
12.	Lead the team to ensure Employment Specialists spend enough time in face to face meetings with employers to find the right job match.



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13.	Guide, mentor and coach the team to deliver on employment engagements/job development strategies.
14.	Ensure quality assurance around client satisfaction
15.	Facilitate feedback opportunities for clients to provide feedback on the service and use this to review and develop the service.
16.	Arrange regular meetings with clients to monitor and review progress pre and post-employment.
17.	Meet with the Area Manager and organisational IPS Lead to agree priorities and work plans as required.
18.	Spend time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
19.	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.
20.	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.
21.	Undertake continuing professional development including participating in supervision, PDRs, and attending training as/when required.
22.	Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external. This includes Humankind's clinical governance framework.
23.	Keep abreast of policy and professional development within your area of professional expertise.



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24.	To promote, adhere to and live our workplace values of being honest, committed and inventive.
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This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of company goals.



Person Specification

Technical/ Professional Qualifications	Essential or Desirable
Educated to a degree level or equivalent experience	E
Trained in IPS approach	D
Level 3 Diploma in Employability Services Sector Qualification or QCF in Advice & Guidance (Level 3).	D
Skills	Essential or Desirable
Proficient in Microsoft Outlook Office programmes	E
Ability to extract, analyse and report on management information.	E
Ability to model recovery focused practice including co-production	E
Knowledge/ Previous Experience	Essential or Desirable
Knowledge of disability and special needs issues, policies and legislation in relation to employment.	E
Good understanding of the principles and practice of supported employment.	E
Working knowledge of a broad range of occupations and jobs.	E
Experience of working with people with substance use support needs, or a similar group within health, social services or the voluntary sector	E
OR	



Person Specification

Experience of working in employment services	
Proven experience of meeting and exceeding outcomes and targets.	E
Experience of staff supervision, management and/or mentoring.	E
Experience of managing change effectively and facilitating innovation.	E
Strong networking abilities.	E
Team orientated and works collaboratively within a mixed-disciplinary team	E
Ability to work independently and use initiative to develop and promote a service	E
Previous experience of delivering a service using the IPS model	D
Experience of delivering training.	D
Personal lived experience of recovery	D

Competencies

Lead and Inspire	Defines the future direction of Humankind through identifying current and future challenges and longer-term opportunities.
Create and Innovate	Takes a solutions-focused approach to the challenges we face as an organisation. Looks at new ways of working and responding innovatively with new ideas or developing current approaches to meet organisational needs.
Developing Our Talent	Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential.



Person Specification

Impactful Communication	Shares information and presents ideas or themes clearly and convincingly so that others see us as open, transparent and credible, and want to engage with us.
Delivering Results and Achieving Greatness	Focuses on our individual drive and personal focus to succeed in delivering against our key business objectives and targets.
Service Excellence	Continues to build on Humankind’s reputation within the industry, becoming a “provider of choice” recognised by external bodies as meeting the diverse needs of our customers and delivering the highest standards of service delivery.
Working Together	Defines how we work with each other and our customers, partners, commissioners and stakeholders.