



Job Description

Job Title:	Individual Placement and Support Lead Employment Specialist
Job Grade:	B
Reports to:	Area Manager
Direct reports:	Employment Specialists
Clearance required:	Enhanced DBS
Key stakeholders:	Internal and External Stakeholders, Regional Commissioner, Area Manager, Team Members, Service Users

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

The IPS Lead Employment Specialist will manage a team of 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 IPS Lead Employment Specialist 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 service users of people in structured treatment for drug and/or alcohol use to assist them in securing sustainable paid employment in line with their preferences.



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Key accountabilities:

1.	Effectively manage a high-quality service that adheres to the principles of IPS best practice.
2.	Monitor and manage performance of the IPS Employment Specialists – guide them individually on best practice and achieving individual and team job outcome targets.
3.	Create a culture of continuous improvement.
4.	Identify 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.	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.
7.	Produce regular monitoring reports for internal and external stakeholders, including commissioners.
8.	Manage a small caseload of between 10-15 clients at any one time.
9.	Provide solution focused monthly supervisions for each employment specialist within the team, including caseload management.
10.	Lead the team to ensure Employment Specialists spend enough time in face-to-face meetings with employers to find the right job match.
11.	Guide, mentor, and coach the team to deliver on employment engagements/job development strategies.
12.	Undertake continuing professional development including participating in clinical supervision, performance reviews and attending training as/when required.
13.	Identify barriers for service excellent and work with internal and external stakeholders to implement solutions to ensure a high-fidelity service.
14.	Involve service users in co-production of service developments where possible.



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15.	Ensure quality assurance around client satisfaction.
16.	Facilitate feedback opportunities for clients to provide feedback on the service and use this to review and develop the service.
17.	Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external. This includes Humankind's clinical governance framework.
18.	Keep abreast of policy and professional development within your area of professional expertise.
19.	To promote, adhere to and live our workplace values of being honest, committed and inventive.
20.	To develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals.

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
Level 3 Diploma in Employability Services Sector Qualification OR QCF in Advice & Guidance (Level 3), or similar/higher qualification	E
Trained in IPS approach	D
Skills	Essential or Desirable
Proficient in Microsoft Office programmes	E
Strong leadership skills	E
Excellent motivational, communication and listening skills	E
Outstanding interpersonal skills and ability to build rapport with a range of people	E
Ability to model recovery focused practice including co-production	E
Natural ability to build close, trusting, and productive relationships with people	E
Knowledge/ Previous Experience	Essential or Desirable
2+ years' experience of working with people with substance use support needs, or a similar group within health, social services, or the voluntary sector OR 2+ years' experience working in employment services	E
Ability to collate information and prepare reports to profile performance against set targets	E



Person Specification

Proven experience of meeting and exceeding outcomes and targets	E
Strong networking abilities	E
Experience of managing multiple tasks at any one time	E
Experience of staff supervision, management and/or mentoring	E
Experience of managing change effectively and facilitating innovation	E
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 delivering training	D
Previous experience of delivering a service using the IPS model	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.



Person Specification

Developing Our Talent	Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential.
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.
Safeguarding training required on start (not to be measured in the R&S process) <ul style="list-style-type: none"> • Safeguarding Awareness Induction Course 	