

# IPS Senior Employment Specialist

Title	IPS Senior Employment Specialist
Directorate	Operations
Reports to	Service Manager or Operations Manager
Responsible for	IPS Employment Specialist
Key relationships	Internal: Director of Service Delivery, Head of Service Delivery, Clinical Team  External: Clients, local employers, Jobcentre Plus, local employment services, user groups, recovery community groups, partner agencies and Public Health England
Level of employment safeguarding check	Enhanced DBS (Adults & Child Barred) or PVG o
Pay Grade	Core Band E
Date evaluated/reference	2021/170

## 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 provide supervision and line management to a team of Employment Specialists.
- Lead the ongoing development of the Individual Placement and Support model within the contracted community substance misuse service.
- Manage a small caseload of individuals.
- Build effective working relationships with local employers, training providers and colleges to secure employment and education opportunities for people in community treatment for substance misuse,

including ensuring the service is focused on accessing the 'hidden' labour market.

## **Main responsibilities / duties**

- To provide leadership and employment professional supervision to Employment Specialists within the team.
- To provide field mentoring to employment staff to enable them to further develop their practice and increase outcomes.
- To liaise with Public Health England, senior practitioners and managers within the service and the local authority commissioner around the ongoing implementation of the evidence-based Individual Placement and Support model.
- To work with client key workers and clinical staff, including through case conferencing, to ensure that clients receive appropriate support from everyone involved in their care during the return to work process.
- To lead a local employer engagement strategy to involve employers (including the local authority and partner services) and open up and secure work experience and paid employment opportunities for people in treatment for drug and/or alcohol dependency.
- To provide advice and support to employers, as agreed with the individual, which may include negotiating adjustments and ongoing contact with supervisors to ensure job retention.
- To assess individual support needs related to work which might typically include help with benefits, travel to work, managing health and work etc.
- To work flexibly on occasion as required by clients and employers, which may require some working out of normal office hours.
- To work with the Employment Specialists, service management and commissioner(s) to ensure that the vocational support services offered continue to develop effectively.
- To ensure that effective referral procedures to IPS provision from the clinical team are in place.
- To ensure participation in monitoring and evaluation systems.

## Individual Placement Support

- Managing a limited caseload of people in drug and alcohol treatment services who wish to return to, or start, paid employment. Clients will be worked with for up to 9 months, plus up to 4 months of in-work support, as specified in the IPS-AD trial protocol.
- Providing job development and job search activities directed toward positions that are individualised to the interests and uniqueness of the client, following the evidence-based principles and procedures of IPS supported employment.
- Providing ongoing support according to both the employee's and employer's needs to enable people who have experienced dependency on drugs and/or alcohol to retain employment once secured.
- Ensuring that people on work experience placements and those who are job seeking are provided with help and advice to apply for posts in open employment, and advised about accessing in-work welfare benefits as appropriate.
- Promoting the profile of employment within the clinical team, and raising expectations around the ability of clients to attain paid work.
- Developing the day to day operational practices of the Employment Specialist Team.
- Providing IPS supervision to Employment Specialists based in your locality.
- Ensuring that services achieve and maintain good fidelity to the evidence-based IPS model.

## Financial responsibility

- Operate financial systems, including following policy and procedures.
- Record and monitor budget alongside Service Manager.

## Information Governance

- Record and maintain client statistics/ data using the electronic service systems in accordance with WithYou policy and report to PHE.
- Work to WithYou policy to ensure that Information Governance

Compliance is achieved and best practice is achieved.

- Work to the requirements of local Information sharing protocols, highlighting any risks or potential issues.

## 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	<p>Evidence of continuous professional development</p> <p>Educated to degree level, or with equivalent relevant work experience</p>	
Experience / Knowledge	<p>At least 2 years' experience of helping people facing severe labour market disadvantage to obtain or keep work</p> <p>Experience of collaborative working and working in multi-agency partnerships</p> <p>Experience of staff supervision and coaching</p> <p>Experience of working in partnership with a range of statutory and third sector agencies</p> <p>Knowledge and experience of client involvement, consultation and co production</p>	<p>Experience of working with people recovering from substance misuse and/or mental health problems or a similar client group</p> <p>Knowledge of the welfare benefits system</p> <p>Experience of delivering training</p> <p>Experience of managing a budget</p> <p>Experience of using website and social media to raise awareness of projects</p>

<p>Skills and abilities</p>	<p>An understanding of the principles and practices the Integrated Support and Placement (IPS) model of supported employment</p> <p>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</p> <p>Ability to develop relationships with multiple stakeholders, including employers, partner agencies, clients and their family/carers.</p> <p>Ability to support clients and employers when a client's job is at risk</p> <p>An ability to communicate highly complex and specialist information effectively both verbally and in writing, including the production of formal reports</p> <p>Good verbal and written communication skills</p>	<p>Demonstrable ability in using social media to promote projects</p> <p>An understanding of the Equalities Act 2010.</p> <p>An understanding of education, training and employment services.</p> <p>Ability, with the client's permission, to provide education and support to family members</p> <p>An ability to assess the learning and development needs of others and give individual feedback to manage and improve performance</p> <p>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</p> <p>Working knowledge of a broad range of occupations and jobs</p> <p>Ability to provide advice and support to key workers and clinicians in relation to</p>
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	<p>Ability to lead and motivate others, nurture and encourage teams</p> <p>IT skills including Google Workspace</p> <p>Organised and excellent time management skills</p>	<p>the employment needs of their clients</p> <p>An understanding of the employment needs and difficulties of people who experience substance dependency and related barriers to employment</p>
Personal circumstances	<p>Able to meet WithYou's safeguarding requirements of a satisfactory enhanced DBS/PVG certificate</p> <p>Must be able to work flexibly from different locations in order to deliver the services required and deliver the programme and support volunteers</p> <p>Ability to work flexible and unsocial hours as required</p> <p>Commitment to the organisation's Guiding Principles and Behaviours</p>	