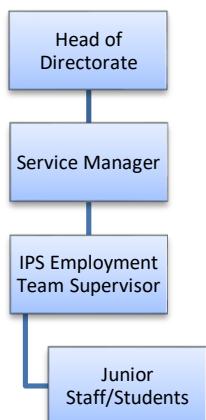


HR Use Only	
Job Ref:	Occ. Code
CHC_23.08-08	

JOB DESCRIPTION

JOB TITLE:	IPS Employment Team Supervisor
PAY BAND:	Band 6
DIRECTORATE:	Community
TEAM/SERVICE:	Step On
BASE:	Hope Centre
RESPONSIBLE TO:	Service Manager
ACCOUNTABLE TO:	Service Manager/Head of Directorate
RESPONSIBLE FOR:	Junior Staff/Students

Organisational Chart (Responsible to/Accountable to/Responsible for)**Job Summary:**

The IPS Employment Team supervisor will lead Employment Specialists providing supervision, training, mentoring, and role modelling of the Individual Placement and Support (IPS) approach, as part of the holistic recovery plan for mental health service users.

They will provide a pivotal role in managing a high-quality service that meets high fidelity standards and delivers positive outcomes for service users.

You will also be required to manage a small caseload of people who have experienced mental health problems and who are unemployed. Working directly with all relevant stakeholders: the service user, primary care staff, clinicians, social prescribers, consultant psychiatrists, employers and partner agencies - you will support the service users on your caseload to gain and retain paid employment.

Key Duties/Responsibilities

- Effectively manage a high-quality service that adheres to principles of IPS best practice
- Meet regularly with the Service Manager to agree priorities and work plans and deputise for the Manager as required
- To monitor and manage the performance of the IPS Employment Specialists, guiding them individually in best practice and aiming to achieve individual and team job outcome targets
- To create a culture of continuous improvement, and involve service users in co-producing service developments wherever possible.
- To identify training needs of staff and arrange appropriate training to support with continuous professional development
- To support the design and delivery of in-house staff training, coaching and field mentoring and observations to ensure continuous improvement in key areas of service provision
- To support recruitment for vacant roles within the team in partnership with the clinical team
- Coordinate the work of Employment Specialists in relation to building relationships with employers to effectively access the hidden labour market, external agencies and the delivery of job seeking groups.
- To provide 1:1 in field mentoring for Employment Specialists new to the role or who have been identified as having development needs to enhance IPS skills and confidence in practice.
- To cover for employment specialist staff during times of leave
- To produce regular monitoring reports for internal and external stakeholders
- To identify barriers for service excellence and work with internal and external stakeholders to implement solutions to ensure a high-fidelity service is delivered which meets required service user employment targets.
- To facilitate and coordinate IPS fidelity reviews that meet IPS Grow/Centre for Mental Health expectations and support the team to engage in the fidelity review process.
- To develop a fidelity action plan and support the team to improve performance in areas identified from fidelity reviews.
- To manage a caseload of service users at any one time who are currently off work / unemployed, and who wish to return to work and classed as economically inactive.
- Lead the team to meet and exceed job outcome targets for the service by facilitating a weekly employment focused meeting and providing solution focused individual monthly supervision
- Assist the team to build relationships with clinical teams to generate referrals and create collaborative working partnerships with NHS clinicians where employment support is integrated into mental health treatment.
- To prepare individuals for a return to work by supporting service users to understand their skills, aspirations and goals through vocational profiling and action planning.
- Assisting service users who may have very complex clinical presentations and who may have learning disabilities that affect their ability to understand information
- Take into consideration a range of service user conditions and using judgement to give the best possible outcome when considering the ability of the service user to gain employment.
- Lead the service to focus on rapid job search with the service user, whilst utilising local support networks to help them overcome their barriers to employment

- Support Employment Specialists (ES) in spending time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- Lead the team to ensure that ES spend enough time in face to face meetings with employers to find the right job match.
- Lead the team to ensure ES keep themselves attuned to the quality of work environments, the potential for workplace adjustments that will accommodate individual strengths, skills symptoms and coping skills.
- Lead the team to ensure ES explore 'job carving' i.e. carving small slices of work from the duties other staff do not have time to do.
- Guide, mentor and coach the team to deliver on employer engagement/job development strategies.
- To lead the team to develop effective working relationships with a range of external agencies who might be better able to help individuals to achieve their employment goals for example, local colleges, training providers and external supported employment services
- To lead the team to 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.
- To lead the team to provide individualised support to service users once they have returned to work to assist them in sustaining employment.
- To maintain a professional relationship with the service users of the programme and with key internal and external stakeholders and staff, with particular attention to confidentiality and the maintenance of boundaries.
- Work with external agencies to maximise use of both internal and external resources in the delivery of vocational support services
- To lead the team to adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation
- To undertake mandatory training as required including training in the IPS approach
- To actively participate in own continuous professional development
- To implement HR policies and procedures as required
- To manage team resources such as laptops, stationery, etc
- To regularly collect and promote service user employment recovery stories.

Specialist/technical requirements

- To have completed the IPS training in the core model, employer engagement and motivational interviewing.

GENERIC CLAUSES

- To maintain a broad understanding of the work of North Staffordshire Combined Healthcare NHS Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the Performance and Development Review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the Trust.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all Trust policies and procedures.

Trust Values:

As an employee and representative of the Trust, you are required to demonstrate and uphold the Trust's Values. These are:

Proud to CARE:

Compassionate

- Caring with compassion, it's about how we listen, what we say, what we do.

Approachable

- Friendly, welcoming, sharing ideas and being open

Responsible

- Taking personal and collective responsibility, being accountable for our actions

Excellent

- Striving for the best, for high-quality safe care and continually improving

Health & Safety:

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL incidents/ accidents must be reported to your manager and in line with the general philosophy of the Trust, you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines and mandatory health and safety training.

Infection Control:

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and Procedures and make every effort to maintain high standards of infection prevention and control at all times. This includes good antimicrobial stewardship, hand decontamination, cleanliness and adhering to the Dress and Appearance policy. This will reduce the risk of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Code of Practice on the prevention and control of infections and related guidance (2015).

Risk Management:

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Data Security:

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

Confidentiality:

Working within the trust you may gain knowledge of confidential matters which may include manual/electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Equality & Diversity:

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

Safeguarding:

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and is signed up to Stoke-on-Trent Safeguarding Children Board Procedures, Staffordshire Safeguarding Children Board Procedures and the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership Procedures. All Trust staff must be familiar with, and adhere to, these procedures. It is the post-holder's responsibility to attend the Trust's mandatory Safeguarding Training, and to follow the relevant Trust's Policies and Practice Guidance.

Codes of Conduct and Accountability:

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

Raising Concerns

If you have any concerns about a risk, malpractice or wrongdoing at work you are expected, as a Healthcare professional, to raise these concerns at the earliest opportunity, either with your line manager or lead clinician. This may be done verbally or in writing. As a result of raising a genuine concern under the Raising Concerns procedure, you will not be at risk of losing your job or suffering any detriment (such as a reprisal or victimisation) provided you are acting in good faith and the matter is not raised maliciously. Please refer to the Raising Concerns (formerly Whistleblowing) procedure for further information.

Registration:

Registration with a professional body imposes a duty on health care professionals to maintain the safety of the public through working within professional standards, to provide good quality care to patients and to promote professional education and conduct. It is the policy of the Trust that all health care professionals register or re-register and act in accordance with the requirements of their professional body.

Disclosure & Barring Service (DBS)

This post may be exempt from the Rehabilitation of Offenders Act 1974. If so, should you be offered the post it will be subject to a criminal check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions. North Staffordshire Combined Healthcare NHS Trust may require a Disclosure through the DBS for this post to ensure suitability for employment. Should an employee be subject to a caution, reprimand, final warning or convictions during the course of their employment then they must share this with their manager at the first possible opportunity, to assess their continued suitability for employment in the post.

THE TRUST OPERATES A NO SMOKING POLICY

EMPLOYEE

SIGNATURE: _____

DATE: _____

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<p>Educated to degree level or equivalent industry experience or equivalent in Occupational Therapy</p> <p>Post graduate experience of working in partnership with establishments that provide vocational services</p>	<p>Certificate in supported employment or equivalent</p> <p>Occupational Therapist</p>	Application form / interview / assessment
Experience	<p>Significant experience of working with people with mental health problems or a similar client group within health, social services or the voluntary sector.</p> <p>Experience of helping people to obtain or keep work.</p>	<p>Experience of supporting people with mental health conditions into vocational/employment activities</p> <p>Experience of instigating and nurturing on-going relationships with other organisations</p>	Application form / interview / assessment
Knowledge and skills	<p>Excellent written communication skills for writing CVs and applications</p> <p>Good Microsoft word processing skills</p> <p>Good internet use skills</p> <p>Excellent marketing skills for promoting service to employers, service users and staff.</p> <p>Excellent presentation skills.</p> <p>Excellent verbal skills, negotiation skills and a persuasive style.</p> <p>Good Microsoft excel skills for recording data, evaluating progress/performance and producing reports</p> <p>Excellent Time management and organisational skills</p> <p>An in depth understanding of the principals and practices of the Individual Placement and Support (IPS) model.</p> <p>An understanding of the principles and practices of supported employment.</p> <p>An understanding of the employment needs and difficulties of people who experience mental health problems.</p> <p>Working knowledge of a broad range of occupations and jobs.</p>	<p>An understanding of the Equality Act 2010.</p> <p>Experience and knowledge of the benefits agency and all disability/employment related benefits</p> <p>Developed skills IPS model</p> <p>Motivational Interviewing Skills</p>	Application form / interview / assessment
Other	<p>A preparedness to work flexible hours through prior arrangement as the needs of the job dictate.</p> <p>Ability to see solutions rather than problems.</p> <p>You must be Able to travel between locations as required, ensuring efficient and cost-effective use of time and resources.</p>	<p>Direct or indirect experience of mental health problems.</p> <p>Enhanced DBS</p> <p>Experience of applying for work outside of the NHS</p>	Application form / interview / assessment

	Willingness to work flexible hours through prior arrangement as needs of individuals job seeking/support dictate		
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