

Job Profile

| Position Details | |
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| Job title | IPS Employment Specialist (Female) |
| Directorate | Placemaking and Housing |
| Business Unit | Regeneration and Economic Development |
| Reports to | Haringey Works Delivery Manager or Team Leader |
| Grade | PO2 |
| Job Evaluation Reference (For Office use Only; <u>not to be removed</u>) | JE837 |

| Role Purpose |
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| <p>Haringey Works is the Council's in-house employment support service. Team hosts a range of specialist and generalist employment advisors. This is a specialist role working with residents with substance misuse issues.</p> <p>You will manage a caseload of Haringey residents in structured treatment for drug and/ or alcohol use to assist them in securing sustainable paid employment in line with their preferences.</p> <p>You will deliver the Individual Placement and Support (IPS) approach (for which training will be given); providing person centred advice and guidance to clients, whilst building positive relationships with local employers to enable clients to move into suitable employment.</p> <p>You will work as part of a community drug and alcohol treatment service, maintaining positive and integrated relationships, fostering a holistic approach to recovery through employment.</p> <p>You will work with female only groups who access the drug and alcohol services and engage them with positivity to support, encourage and motivate into employment.</p> |

| Main Responsibilities |
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| <ol style="list-style-type: none"> 1. To be part of Haringey Council's wider employment support service, Haringey Works, and work closely with criminal justice team, police and probation services to support those with substance misuse issues and history of offending to move into meaningful employment and apprenticeship opportunities, in accordance with the aspirations of the Opportunity Haringey Inclusive Economy Framework. 2. Manage a caseload of around 25 clients in structured treatment for substance use who are motivated to start/return to work. 3. Deliver the Individual Placement and Support (IPS) approach (for which training will be given). 4. Meet and support clients to understand their key skills, aspirations, and goals through completing a Vocational Profile and produce an Action Plan to help them obtain and sustain competitive employment. This includes support with their job search, CV production, application forms, interview techniques and career development. 5. Assess client support needs related to work which may include benefits/welfare advice, disclosure of mental health symptoms etc, and provide support & guidance. 6. Attend weekly clinical team meetings as an embedded IPS practitioner. 7. Source job opportunities for clients through tailored job search and regular contact with local employers to explore hidden as well as advertised employment opportunities. |

8. 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.
9. Build relationships with colleagues in clinical teams to engage and generate referrals and create collaborative working partnerships with clinical staff (promoting employment as a positive intervention in the recovery journey).
10. Once employment has been secured continue to provide quality service through conducting regular visits, effective monitoring and in-work support to clients and employers to help sustain employment.

Relationship Management:

Establish positive and integrated relationships with clinical teams, employers and other service providers. This includes:

- To build and maintain employer relationships and maintain employer engagement database.
- Arrange regular meetings with clients to monitor and review progress pre and post-employment.
- Spend time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- To challenge inequalities experienced by clients and address existing discrimination, whilst ensuring a process of learning for the organisation
- Work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the workplace – this can include exploring 'job carving' i.e. carving small slices of work from the duties other staff do not have time to do.
- To 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.

Other:

- To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- To work independently, reliably and deliver consistently to deliver effective IPS practice.
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation.
- To co-produce service development with service users where possible.
- To collect employment recovery stories from people accessing the service.
- Ensure that all relevant policies are implemented such as information governance, safeguarding etc.
- Partake in continuous learning about substance use and mental health conditions, their impact and how they can be managed and undertake mandatory training as required.
- Work flexible hours as required.

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| Generic Responsibilities (these are applicable to ALL jobs and this section must not be changed) |
| <ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role. |

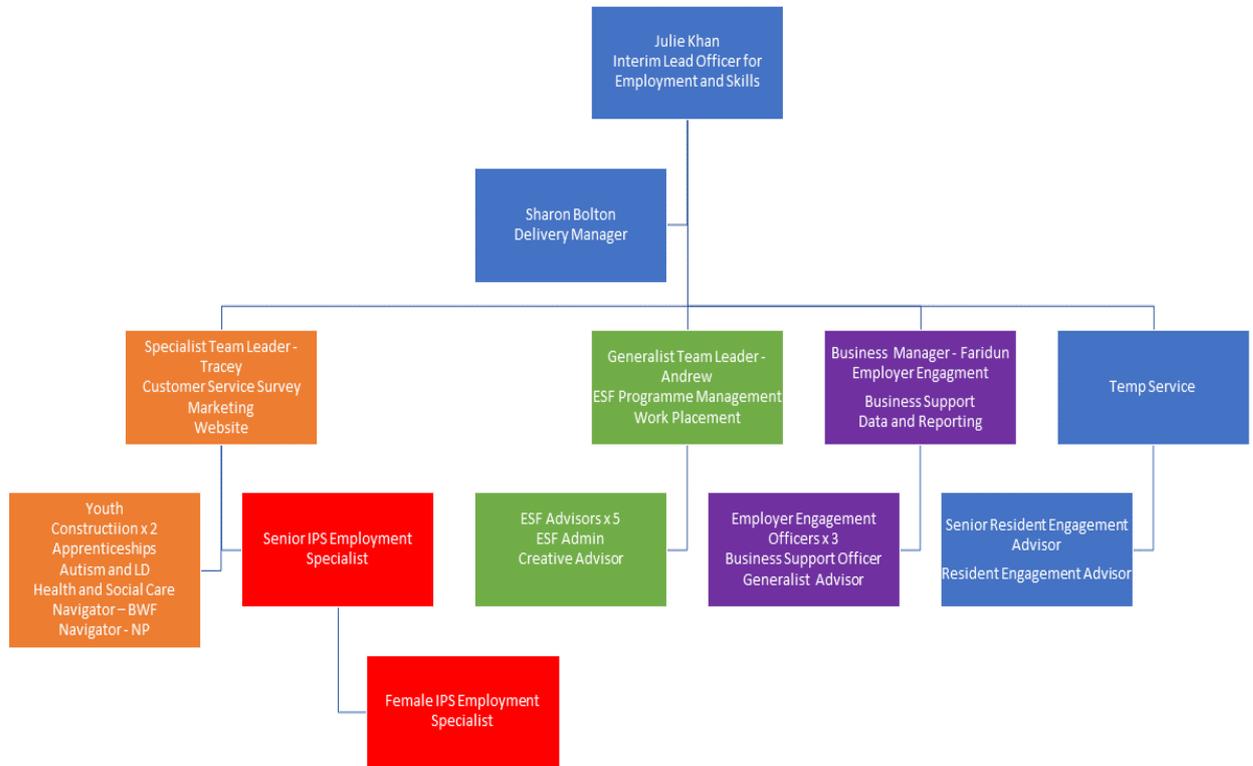
| Knowledge, Qualifications, Skills and Experience | Essential or Desirable |
|--|------------------------|
| QUALIFICATIONS AND TRAINING | |
| Educated to a degree level or equivalent experience | E or D |
| Trained in IPS approach | E |
| Level 3 Diploma in Employability Services Sector Qualification | D |
| QCF in Advice & Guidance (Level 3) | D |
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| EXPERIENCE | |
| Experience/understanding of working with people with substance use support needs, or a similar client group within health, social services or the voluntary sector | E |
| Experience working in employment services supporting people to obtain or keep work | E |
| Experience of working with someone on a one-to-one basis | E |
| Proven experience of managing complex workload, competing priorities and track record of working in a target-driven environment and successfully exceeding targets | E |
| Experience of working assertively to influence decision makers | E |
| Personal lived experience of recovery | D |
| Previous experience of delivering a service using the IPS model | D |
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| KNOWLEDGE | |
| An understanding of the employment needs, and challenges faced by people who experience labour market exclusion | E |
| Detailed knowledge of local employment, training and public health services available to residents | |
| Developing a knowledge of a broad range of occupations and jobs | E |
| Able to use IT and tools such as MS Word, PowerPoint and Excel | E |
| Knowledge of the benefits system and all disability/ employment related benefits | D |
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| SKILLS | |
| Good motivational, communication and listening skills | E |
| Outstanding interpersonal skills and ability to build rapport with a range of people | E |
| Good organisational ability | E |

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| Natural ability to build close, trusting and productive relationships with people | 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 |
| PERSONAL QUALITIES | |
| Passion and drive to make a positive difference to people's lives | E |
| Highly motivated with a genuine belief that someone affected by drug and/or alcohol dependence can find paid employment | E |
| Resilient and tenacious to not give up despite setbacks and frustrations | E |
| Self-aware of personal strengths and weaknesses and actively invest in personal and professional development | E |
| Willingness to travel within the area | E |
| High emotional intelligence, with ability to build trust and relationships, provide sensitive and professional support particularly with vulnerable people. | |

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| Main Contacts & Other Information |
| <p><u>Main Contacts:</u> (specify job titles or external organisational names only; do not include specific names of individuals or contact details)</p> <p>Internal - Haringey Works Delivery Manager, Head of Service, Team leader, IPS Senior Employment Advisor, Other colleagues in the Haringey Works service and wider Socio-Economic Team, Community Safety and Enforcement Team, Haringey Adults Learning Service, Senior Public Health Commissioner</p> <p>External - DWP, CONEL, VSC, IOM, Probation, BEH, HUMANKIND, BUBIC, and partner agencies (e.g. mental health, criminal justice, housing and homelessness).</p> <p><u>Other Information:</u> (Delete this section if not applicable) Include information such as shift work/overtime or weekend working that may be required.</p> <p><u>Disclosure and Barring Service (DBS):</u></p> <p>Enhanced DBS with a check against the barred list: <input checked="" type="checkbox"/></p> <p>If the post is defined as regulated activity with children or adults under the Safeguarding Vulnerable Groups Act 2006 (as amended) you are legally obliged to check the applicant's barred list status and may ask them to apply for an enhanced and barred DBS check.</p> |

Organisational Structure

This must be included before the post can be evaluated



ADDITIONAL INFORMATION

| Supervision / Management of People | | | | |
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| Please indicate (x) which group best describes the total number of staff the post holder is <u>directly</u> responsible for (please note indirect reports should not be included): | | | | |
| None | Up to 5 staff | 6 to 15 staff | 16 to 49 staff | 50 plus staff |
| x | | | | |
| Are the staff based at the same work location? | | | | Yes |
| Will the post holder be responsible for contract / agency / project staff? | | | | N/A |

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

| Work Environment | | | | | |
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| Activity | Yes/No | % of working day | Activity | Yes/No | % of working day |
| Office duties. | Yes | 90% | Use of a computer. | Yes | 90% |
| Audio typing. | | | Crisis or conflict situations. | Yes | 20% |
| Walking more than a mile. | No | | Manual handling. | No | |
| Working alone or in isolation. | Yes | 30% | Working in confined spaces. | No | |
| Driving a car, van or minibus. | No | | Preparing or serving food. | No | |
| Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B. | No | | Working in awkward positions, e.g. stooping, bending, reaching. | No | |
| Exposure to substances hazardous to health, including lead, asbestos or radioactive substances. | No | | Operating heavy or hazardous machinery including forklifts, diggers or cranes. | No | |
| Regular and repetitive movements. | No | | Standing or sitting for prolonged periods. | Yes | |
| Outdoor work involving uneven surfaces. | No | | Working at heights / on ladders, roof work. | No | |
| Working shifts / unsocial hours / nights. | No | | Outdoor work involving extremes of temperature. | No | |
| Teaching, or responsibility for, children. | No | | Control and restraint. | No | |

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| Electrical hazards. | No | | | |
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| Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients: |
| N/A |
| Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability: |
| N/A |
| Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability: |
| N/A |
| Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability: |
| N/A |
| Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations: |
| N/A |
| Buildings - Is the post personally accountable for the proper use and safekeeping of buildings. If yes please indicate the type of building(s) concerned and the nature of the accountability: |
| N/A |

VERSION CONTROL

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|-----------|-----------------------------|-------------------------------|------------------------|---------------------------------|
| Version 1 | Written by (name): Date: | Tracey Fergus 15/12/2023 | Evaluated by: Date: | |
| Version 2 | Amended by (name): Date: | Sharon Bolton 03/01/2024 | Evaluated by: Date: | Reward (external) 19/01/2024 |
| Version 3 | Amended by (name): Date: | Fiona Tomlinson 13/03/2024 | Evaluated by: Date: | Reward 05/04/2024 |

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| Have the following been included: - | |
| Delegated Authority Form (whether fully completed or draft) | No |
| Structure Chart | Yes |
| What is the evaluation request for | Ad-hoc |
| Evaluation Reference Number | JE837 |