

## Job Description

### Senior Employment Specialist

<b>Service</b>	Recovery Connections Limited
<b>Job Title</b>	Senior Employment Specialist
<b>Base</b>	Stockton/Hartlepool
<b>Hours</b>	35 hours
<b>Salary</b>	£38,243.00
<b>Reports to</b>	Regional Service Manager
<b>Purpose of Job</b>	<p>The Senior Employment Specialist will provide employment professional supervision to a team of Employment Specialists and will lead the on-going development of Individual Placement and Support Model within the service(s).</p> <p>The Senior Employment Specialist will also hold a reduced caseload of his or her own. Managing a limited caseload of people in drug and alcohol treatment services who wish to return to, or start, paid employment. The people you work with will be worked with for up to 9 months, plus up to 4 months of in-work support. The employment specialist will be required to 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. There is a requirement to provide job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people supported, whilst following the evidence-based principles and procedures of IPS supported employment. Ongoing support will be required according to both the employee and employer's needs to enable people who have experienced dependency on drugs and/or alcohol retain employment once secured.</p> <p>Work experience placements and those job seeking will require to be provided with help and advice to apply for posts in open employment.</p> <p>The employment specialist will be required to develop the day-to-day operational practices of the Employment Specialist Team and the provision of IPS supervision to Employment Specialists based in your locality.</p>

	Ensuring that services achieve and maintain good fidelity to the evidence-based IPS model.
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### **Line Management:**

Under the supervision of the Senior Employment Specialist, manage a caseload of people currently in community-based treatment services for drug and/or alcohol dependence and who are unemployed, and who wish to secure paid employment.

### **Main 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 on-going 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 on-going 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.
- Promote the profile of employment and working embedded within the team to raise expectations around the ability of clients to attain paid work.

### **Professional development**

- To participate in your own IPS and management supervision, objective setting/appraisal, and professional development plan.
- To provide regular IPS supervision to Employment Specialists, including group supervision to the team, and overseeing their professional development plans.

### **Policy and/or service development**

- To work with the Employment Specialists, service management and commissioner(s) to ensure that 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.

### **Research and development**

- To keep abreast of changing practice within vocational rehabilitation, and to disseminate within the team and, where relevant, service(s).

### **Management of resources**

- To work with internal and external stakeholders and partners to maximise the effective and efficient use of resources in the delivery of vocational support services.

### **Other**

- This is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the reasonable needs

of your employer. The post holder may be required to undertake various other duties appropriate to the salary grade and nature of the job.

PERSON SPECIFICATION - SENIOR EMPLOYMENT SPECIALIST

FACTORS	ESSENTIAL		DESIRABLE	
<b>Education &amp; qualifications</b>	Educated to degree level, <b>or</b> with equivalent relevant work experience.	A/I		
<b>Previous experience – paid or unpaid</b>	<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>A</p> <p>A/I</p> <p>A/I</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>A</p> <p>A</p> <p>A</p> <p>A</p>
<b>Skills, knowledge, abilities</b>	<p>An understanding of the principles and practices the Integrated Support and Placement (IPS) model of supported employment.</p> <p>An understanding of the employment needs and difficulties of people who experience substance dependency and related barriers to employment.</p> <p>Able to assess clients' vocational functioning on ongoing basis utilising background information and work experiences. Discusses client's preference for disclosure of health status to employers.</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 time-scales.</p> <p>Ability to develop relationships with multiple stakeholders, including</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p>	<p>An understanding of the Equalities Act 2010.</p> <p>An understanding of education, training and employment services.</p> <p>Basic counselling skills.</p>	<p>A</p> <p>A</p> <p>A</p>

	<p>employers, partner agencies, clients and their family/carers. With the client's permission, provides education and support to family members.</p> <p>Ability to support clients and employers when a client's job is at risk.</p> <p>An ability to provide advice and support to keyworkers and clinicians in relation to the employment needs of their clients.</p> <p>Working knowledge of a broad range of occupations and jobs.</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>An ability to assess the learning and development needs of others and give individual feedback to manage and improve performance.</p> <p>Capacity to appreciate the strategic service context.</p> <p>Good verbal and written communication skills.</p> <p>Good marketing, presentation and negotiation skills, allied to a persuasive style.</p> <p>Familiarity with common office software</p>	<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A</p>		
<b>Attitudes, aptitudes and personal characteristics</b>	<p>Ability to work independently, reliably and consistently.</p> <p>A preparedness to work flexible hours through prior agreement as the needs of the job dictate.</p> <p>Ability to see solutions rather than problems.</p>	<p>A/I</p> <p>A</p> <p>I</p>		

\*Key: Measured by A= Application Form, I=Interview