

**Job Description and Person Specification**

Job title:                  IPS Employment Specialist (X2)

Reporting to:            Mental Health Working **I**slington (MHWI) IPS Employment

Support Manager, or Camden Work and Wellbeing (CWAW) IPS Operations Manager

Salary:                     NJC19 (£29,913) plus pension and benefits

Hours: 35 per week

Accountable to:       Executive Director / Trustees

Location: Outreach venues across the London Borough of Camden or

Islington

**Overall aim:**

To enable people with mental health issues to gain and sustain competitive employment by working within the evidence based Individual Placement and Support model: [www.centreformentalhealth.org.uk/what-is-ips](http://www.centreformentalhealth.org.uk/what-is-ips)

We are recruiting for two posts.

**Islington IPS Employment Specialist**

This post is based within South Islington Rehabilitation and Recovery Team, an NHS secondary care mental health team and is integrated within the two mental health care teams. The postholder will be managed directly by MHWI, but work collaboratively and as part of the two mental health teams.  Please note, this post is only guaranteed until end of July 2022.

**Camden IPS Employment Specialist**

This post will provide IPS employment support to the Camden Personality Disorder (PD) Team and the Complex Depression, Anxiety and Trauma service (CDAT).  Please note, this role will involve hybrid working and is currently only guaranteed until 31st March 2022.

**Primary Duties:**

* Manage a caseload of twenty clients
* To generate ongoing referrals from the clinical teams
* To work closely with clients in a person centred fashion enabling them to find work that is suitable to their needs and aspirations.
* To engage directly and work closely with clinical staff maintaining the existing approach to assisting clients seeking work.
* To be responsible for own management of administrative duties tied to both Hillside Clubhouse and the Camden and Islington NHS Foundation Trust (The Trust) and adhering to existing Hillside and NHS protocols.
* Source job opportunities specific to client needs from a range of sources including those advertised via current and conventional means, as well as through contact with local and Pan London employers.
* To meet all KPIs, statistics and documentation as required, including but not limited to: referrals, first meetings, job outcomes, job sustainments of 6, 13 and 26 weeks, and work retention.
* To build up a network of employers to secure available and future vacancies.
* To report regularly to NHS team Service Managers and to undertake supervision with both Hillside Clubhouse and NHS team management.
* To maintain existing relationships and establish new relationships with a range of external agencies of use to the post.
* To provide guidance on the impact and/or the potential change to benefits when starting work.
* To provide ongoing support to both client and employers (where appropriate) when starting work and until such time as the client makes the decision to terminate the relationship.

**Secondary Duties:**

* To work out of hours as and when required
* To work in line with Hillside Clubhouse risk management procedures
* Undertake training when required and participate in ongoing learning and development.
* To maintain professional boundaries with all internal and external stake holders including clients and staff.
* To engage and participate in external IPS support services.

**Person Specification: Essential**

**Experience**

1. Experience of supporting people into competitive / mainstream employment.
2. Experience of working with employers to enquire about or chase vacancies.
3. Experience of working with people with mental health issues, other disabilities, or vulnerable people.
4. Of working collaboratively with partner agencies, and of developing and maintaining those partnerships.
5. Ability to manage a peripatetic role within Islington/Camden balancing time effectively between office and the community.
6. Being able to manage the KPI / target needs of the project whilst managing continuity of care towards clients.
7. To access two databases for both inputting, checking and collating data.
8. Of working within a client centred fashion.

**Desirable:**

1. Knowledge and/or awareness of the Individual Placement and Support model.
2. Client centred approach.
3. Understanding of current benefit issues and how employment might impact.
4. Advice and guidance experience
5. Working within an Equal Opportunities framework.

**Qualities**

1. Self-directed and able to manage own workload.
2. Persistent and able to manage and deal with issues as they arrive.
3. Able to work independently and to use initiative.

**Skills**

1. Ability to develop and maintain relationships, most particularly with employers and those with hiring responsibilities.
2. Networking and negotiation skills
3. Database experience: to include inputting and checking of data, ensuring accuracy of entry, and of being able to retrieve and collate data in order to evidence individual performance against agreed KPIs.
4. Organisational and time management.