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| Post No. : | 8983 JET297 Version 2 |
| Post Title: | IPS Employment Specialist |
| Directorate: | Communications and Regeneration |
| Division: | Economic and Cultural Services |
| Section: | Positive Steps into Work |
| Reports To: | Senior Employment Specialist |
| Location: | TBC |
| DBS Status: | Basic |
| Grade: | Grade F |

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| Role Purpose |
| To work with and manage a caseload of clients, who have mental health support needs, to assist them in securing sustainable paid employment in line with their preferences. Clients will be referred into the service via the Lancashire and South Cumbria mental health teams.  To deliver the Individual Placement and Support (IPS) Approach providing person centred advice and guidance to clients, whilst building positive relationships with employers to enable clients to move into suitable employment.  To be part of a community mental health team, maintaining positive and integrated relationships, fostering a holistic approach to recovery through employment. |

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| **Main** Duties and Responsibilities |
| * Manage a caseload of clients, who have mental health support needs who are motivated to start/return to work. * Deliver the Individual Placement and Support (IPS) approach. * 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. * Assess client’s support needs related to work which may include benefits/welfare advice, disclosure of mental health symptoms etc. and provide support & guidance. * Attend weekly clinical team meetings as an embedded IPS practitioner. * Source job opportunities for clients through tailored job search and regular contact with employers to explore hidden as well as advertised employment opportunities. * 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. * 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). * 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. * 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. * Undertake continuous learning regarding mental health conditions, their impact and how they can be managed and to undertake mandatory training as required. |

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| Qualifications | Please mark which are Essential or Desirable  | E/D |
| * Level 2 (GCSE Grade A\*\*-C or Grades 9-4) or equivalent qualification including functional skills in English and Maths * Level 3 or equivalent in a business, training, employment or care related discipline * NVQ Level 3 in Advice and Guidance **or** Institute of Employability Professionals **or** Employment Related Services * Certificate in IPS Approach * Full Driving Licence | | E  E  D  D  E |

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| Knowledge, Skills and Experience  Required | Please mark which are Essential or Desirable  | E/D |
| Knowledge   * An understanding of the employment needs, and challenges faced by people who experience mental health difficulties * Considerable knowledge of a broad range of occupations and jobs * Understanding the importance of confidentiality and data protection legislation * Knowledge of the benefits agency and all disability/ employment related benefits   Skills   * Good motivational, communication and listening skills * Outstanding interpersonal skills and ability to build rapport with a range of people * Good organisational skills * Ability to build close, trusting and productive relationships with people * Team orientated and works collaboratively within a mixed-disciplinary team * Ability to work independently and use initiative to develop and promote a service * Ability to work under pressure and find flexible solutions tailored to individual needs * Confidence in all areas of numeracy, literacy and IT skills as required for the role * Proven ability to source suitable job opportunities through employer engagement activity.   **Experience**   * Experience of working with people with mental health support needs, or a similar client group within health, social services or the voluntary sector * Experience of working on a one-to-one basis * Experience of managing multiple tasks at any one time * Experience of working assertively to influence decision makers * Proven experience of meeting and exceeding outcomes and targets * Experience of supporting people to obtain or keep work * Experience of working within mental health services * Own personal lived experience of recovery from mental health difficulties * Experience of delivering a service using the IPS model * Experience of using the IPS model of employment support to move customers with mental health issues into paid employment | | E  E  E  D  E  E  E  E  E  E  E  E  E  E  E  E  E  E  D  D  D  D  D |

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| Initiative and Independence |
| The post holder will develop a work focussed action plan with individual customers to move them into employment which will be reviewed periodically. They will be responsible for managing their own customer caseload and their own weekly and monthly appointments schedule. The post holder will be able to refer to a supervisor for advice and guidance. |

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| Relationships/Nature of contacts |
| **Internal**  Council and NHS colleagues and clinicians  **External**  Clients, employers, support services e.g. training and service providers, DWP, JobCentre Plus |

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| Responsibility for Resources (Financial, Physical, Capital, Information) |
| **Financial Resources**  None  **Physical Resources**  ICT equipment and mobile phone  Information Resources  Client data and to record and retrieve information from the NHS database. |

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| Responsibility for People (including supervision/training of staff or clients) |
| No supervision of staff.  Responsible for giving accurate information, advice and guidance to a caseload of customers to support them to access appropriate training and sustainable employment. |

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| Mental and Emotional Demands |
| **Mental Demands**  The role involves carrying out work related reviews with clients and logging of information onto a spreadsheet and NHS database. It is expected that the process to take no more than 60 mins with medium levels of concentration.  **Emotional Demands**  The post holder will be responsible for the management of a caseload of people with mental health issues who are currently unemployed and wish to secure paid employment. |

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| Planning Requirements |
| The post holder will need to plan activities on a daily, weekly and monthly basis. |

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| Additional Information |
| Lancashire wide service with various locations. The post holder may be required to work across Lancashire and therefore must have access to own vehicle.  The team will support clients annually with the expectation that a percentage of these will move into paid employment. |

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| Working Conditions (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor) | | | | | | | | | |
| Manager Assessment of Working Conditions (percentage of time involved) | | | | | | | | | |
| Manual Handling – Heavy Loads (over 25KG) | | 0% | Manual Handling – Light to Moderate (under 25KG) | | | 0% | Vibrating plant/ tools/ equipment | | 0% |
| Noise | | 0% | Repetitive work activity/ operations | | | 0% | Prolonged standing/ walking | | 0% |
| Prolonged sitting in a constrained position | | 0% | Confined spaces | | | 0% | Extremes of temperature (e.g. very hot / cold) | | 0% |
| Adverse weather conditions (e.g. frost, rain, etc.) | | 0% | Working at Height | | | 0% | Driving HGV/ LGV/ PCV/ Minibus | | 0% |
| Fumes, dusts, gases, etc. | | 0% | Solvents, oils, paints, de-greasers, etc. | | | 0% | Pesticides, herbicides, insecticides | | 0% |
| Detergent or other cleaning chemicals | | 0% | Biological hazards (e.g. vomit, urine, blood, sharps) | | | 0% | Display screen equipment | | 50% |
| The job involves working with (percentage of time involved) | | | | | | | | | |
| Plant and/or machinery | | 0% | Vehicles (including driving) | | | 20% | Electricity | | 0% |
| Welding | | 0% | Food Handling | | | 0% | Animals | | 0% |
| Working alone | | 20% | Working with vulnerable people | | | 5% | Working with people with special needs | | 0% |
| Working with members of the public | | 50% | Other (please state): | | |  | | | |
| Frequency of Risks that may apply whilst working in a people related environment | | | | | | | | | |
| Risk of Abuse | Minimal | | | Risk of Aggression | Minimal | | Risk of Injury | Minimal | |

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| Vision and Values |
| Blackpool Council's new Council Plan outlines what our vision and priorities will be during from 2015 to 2020.  Blackpool might not be the biggest and the brightest but it isn’t without its challenges. We’ve have major social and health issues to deal with, whilst needing to develop and innovate so our town meets the changing desires of modern day audiences.  We need to take advantage of other opportunities - in fields like energy generation - with the same vigour our predecessors had, when building iconic attractions such as the Winter Gardens, the Tower and Tower Buildings, the Pleasure Beach, and of course the true one-off that is the Blackpool Illuminations. Our vision for Blackpool is that it will be: “The UK’s number one family resort with a thriving economy that supports a happy and healthy community who are proud of this unique town” **Our Priorities** We have two priorities:   * [Priority one - The economy](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-one-The-economy.aspx): Maximising growth and opportunity across Blackpool * [Priority two - Communities](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-two-Communities.aspx): Creating stronger communities and increasing resilience   Our Values   * We are accountable for delivering on the promises we make and take responsibility for our actions and the outcomes achieved * We are committed to being fair to people and treat everybody we meet with dignity and respect * We take pride in delivering quality services that are community focussed and are based on listening carefully to what people need * We act with integrity and we are trustworthy in all our dealings with people and we are open about the decisions we make and the services we offer * We are compassionate, caring, hard-working and committed to delivering the best services that we can with a positive and collaborative attitude |

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| Equal Opportunities:  We do our utmost to ensure that here is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities. |