

## **Employment Specialist - IPS (Drug and Rehabilitation)**

**Salary:** Band 7 £29,777 - £ 33,945 p.a.

**Hours:** Full-time: 37 hours per week (Full and part time posts available)

**Contract:** Fixed term contract - 1 year. Flexibility and use of transport essential

**Locations:** Outreach Locations including:

**Area 1** - Basingstoke, Andover, Aldershot

**Area 2** - New Milton, Ringwood & Totton

Please indicate on your cover letter which area you would prefer.

You will be based in one of these areas however you will be required to attend the Civic Offices, Portsmouth city council, Portsmouth on occasions.

DBS Disclosure at basic level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

### **The Service**

Portsmouth City Council's Employment, Learning and Skills delivers a wide range of DWP, ESFA and ESF funded programmes. The programmes we work on provide support to residents within local communities; many of whom are either long term unemployed, have a disability or health condition, including mental health issues, or have other barriers as to why gaining sustained employment is proving to be a challenge. Services include relevant interventions for young people and other excluded or vulnerable groups to provide local communities with an inclusive workforce.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference to individuals and businesses. Our values follow Portsmouth City Council's 5 Corporate responsibilities.

### **Your New Role**

Working within Portsmouth City Council's IPS 'Individual Placement and Support' model contract, the role will include managing a caseload of clients in structured treatment for drug and / or alcohol use; to assist them in securing sustainable paid employment in line with their preferences. 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.

You will work as part of a community drug & alcohol treatment service, maintaining positive and integrated relationships, fostering a holistic approach to recovery

through employment support. IPS is a 'work first' intervention designed to support people into sustained employment.

### **Who is the person?**

You will have;

- Strong employer engagement skills to support essential job search activity; the ability to develop positive employer relationships maximising employment opportunities
- The ability to manage and support a caseload of clients; complete vocational assessments and action plans via regular meetings with clients to monitor and review progress, pre and post-employment
- Conduct employer engagement to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences
- Maintain an equality & diversity approach at all times with the ability to work in a systematic manner, prioritise and organise workload and work to deadlines
- Strong IT skills – be able to use customer databases as well as being proficient in Microsoft Excel and Word and online communication platforms (including Teams)
- The ability to work on own initiative and within a team, flexibility to cope with the varying demands of the role and be driven to succeed and set high personal standards so that targets are met

### **Desirable**

- Relevant experience in an employment/recruitment/training role
- Relevant qualifications or the willingness to work towards including:
  - IAG level 4 or 6
  - Employment Support qualifications
  - Coaching or mentoring qualifications

### **Special Conditions**

- Driving Licence and use of a car for business travel is required - this is because you will be regularly visiting employers, work placements hosts and customers to carry out employment engagement, placement host reviews and customer in work reviews as well as on occasion to accompany clients to interviews
- Due to the diversity of our customer base, the need for regular one to one meetings and the flexibility required in delivering our contracts a basic DBS Check will be required.

### **Additional Information**

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when

submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full policy.

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.