

# IPS Employment Specialist

<b>Title</b>	<b>IPS Employment Specialist</b>
Directorate	Operations
Reports to	IPS Senior Employment Specialist
Responsible for	Volunteers
Key relationships	Internal: Director of Services, Contracts Manager, Operations Manager, IPS Senior Employment Specialists, IPS Employment Specialists, Substance misuse staff team including recovery workers and clinicians. External: Service users, Local Authority Commissioner (or representative), DWP, local employers
Level of employment safeguarding check	i.e. Enhanced DBS (Adults & Child Barred) or PVG or Standard DBS
Pay Grade	Core Band D
Date evaluated/reference	29 July 2021 / 170

## Job Purpose

- To safeguard and protect the children, young people and adults that we work with by adhering closely to We Are With You's policies and procedures at all times and sharing any concerns immediately.
- To provide front line support to enter employment to individuals who are in treatment or recovery from alcohol or drug use.
- To work within a community substance misuse service to implement and deliver the Individual Placement and Support (IPS) model to support people who are in substance use treatment / recovery into employment.
- To work directly with employers to secure employment opportunities and subsequently to provide ongoing support to meet both the employee's and employer's needs.
- To promote the IPS model to partner agencies and the wider community.

## Main responsibilities / duties

### Delivery

- Assisting service users in their search for work and actively seeking out and securing suitable employment/self employment or training, which matches their skills, experience and aspirations.
- Conducting information, advice and guidance sessions with service users
- Using evidence-based interventions to support individuals to elicit behavioural change
- Formulating action plans with service users to help remove barriers to achieving employment.
- Providing quality support services to service users through effective planning, monitoring, evaluation and review of their requirements in partnership with them.
- Promoting mutual aid and creating peer support opportunities for service users, including facilitating peer support meetings as required.
- Working in partnership with substance misuse colleagues to identify service users who want to enter employment.
- Liaising with Senior Employment Specialist and Service Manager to integrate employment support into treatment/ recovery support
- Championing the IPS and Recovery models in all aspects of the service including attending events, delivering presentations, preparing reports and representing With You as appropriate.
- Developing and maintaining effective relationships with external agencies, local and national employers.
- Building and maintaining a range of key local relationships pertinent to the activities of the service.
- Complying with the requirements of the IPS fidelity scale, and supporting Fidelity Assessor in activities relating to a fidelity review.
- Developing positive relationships with organisations that can provide specific opportunities to help service users achieve their employment goals e.g. local Employability services.

- Delivering targets as specified in relevant contract(s) and meeting contractual compliance requirements.

## Financial responsibility

- Operate financial systems, including following policy and procedures
- Record and monitor budget spend appropriately.

## Information Governance

- Record and maintain service user statistics/ data using the electronic service systems in accordance with With You policy.
- Work to With You policy to ensure that Information Governance compliance is achieved and best practice is achieved.
- Work to the requirements of local Information sharing protocols, highlighting any risks or potential issues.

## General responsibilities

- **Confidentiality:** Ensure confidentiality at all times, only releasing confidential or personalised information externally with consent from a line manager.
- **Data Protection Act:** Comply with the requirements of the Data Protection Act and amendments to ensure integrity and security of our information.
- **Safeguarding:** Remain vigilant at all times to any safeguarding concerns within the day to day performance of your job role, sharing and learning from these experiences to ensure our statutory and organisational responsibilities are met in respect of safeguarding children & vulnerable adults.
- **Conflict of interest:** Declare any involvement either directly or indirectly with any firm, company or organisation that has a contract with We Are With You.
- **Equal Opportunities and Diversity:** Ensure that all service users, partners, carers, and colleagues in We Are With You and partner organisations are treated as individuals within our Diversity and Equality framework.
- **Health and Safety:** Compliance at all times with the requirements of the Health and Safety regulations and We Are With You's Health and Safety Policy and

Procedures, ensuring reasonable care is taken with regard to yourself as well as any colleague, service user or visitor who might be affected by an act or failure to act by yourself.

- **Quality Assurance:** To ensure all activities are delivered in a way that supports and maintains We Are With You's registration with the Care Quality Commission and appropriate agencies in the devolved administrations (England) and with the Care Inspectorate, Scottish Social Services Council and appropriate agencies (Scotland).
- **Any Other duties:** To undertake any other duties that are reasonable and are commensurate with the role as directed by the relevant Director in line with the changing needs of the service and/or legal requirements.
- **Self-development:** Ensure you take responsibility for development and keep learning in your role.

## Personal specification

	<b>Essential criteria</b>	<b>Desirable criteria</b>
Education / qualifications	Educated to degree level, <b>or</b> with equivalent relevant work experience	
Experience/ Knowledge	<p>12 months' experience of helping people facing severe labour market disadvantage to obtain or keep work.</p> <p>Willingness to undertake training and development in the Individual Placement and Support model</p> <p>Sound knowledge of best practice in the provision of addictions and/or employability and employment services</p> <p>Knowledge and understanding of issues faced by people in treatment/ recovery in the job market, and in employability and employment services</p> <p>Experience of multi-agency partnership working</p> <p>Able to assess clients' vocational functioning on an ongoing basis utilising background information and work experiences. Able to discuss client's preference for disclosure of health status to employers.</p> <p>Able to work in a complex environment and demonstrate</p>	<p>A proven track record in placing people into employment and/ or in supporting people to achieve sustained employment</p> <p>Understanding of national development priorities and the needs of the business community in relation to employability and employment</p> <p>Good understanding of local labour market</p> <p>Understanding of employment law and employer's responsibility</p>

	<p>a high level of perseverance, being committed to seeing plans through to completion with agreed timescales.</p> <p>Ability to develop relationships with multiple stakeholders, including employers, partner agencies, clients and their family/carers. Ability, with the client's permission, to provide 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 workers 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>Good verbal and written communication skills.</p> <p>Experience of monitoring, evaluating and reviewing personal plans</p> <p>Knowledge of best practice in the provision of supported employment</p> <p>Experience of working within a high performance, target driven environment</p>	
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<p>Skills and abilities</p>	<p>Proven ability to manage and support a client caseload and achieve targets for progression</p> <p>Ability to deploy effective employer engagement strategies</p> <p>Ability to work on own initiative and remotely from line management</p> <p>Ability to demonstrate empathy and belief in the potential of people in treatment/ recovery and with disabilities to secure employment.</p> <p>Excellent verbal, written and presentation skills</p> <p>Well developed IT skills, familiar with Office Suite and Google Workspace</p> <p>Ability to utilise information to the benefit of the service and clients</p> <p>Ability to use interpersonal skills to build and sustain relationships</p> <p>Ability to respond creatively to emerging needs of clients</p> <p>Ability to manage and resolve conflict</p> <p>Ability to balance competing priorities within tight timescales</p> <p>Ability to plan and prioritise</p>	<p>Ability to use evidence based techniques including motivational interviewing</p> <p>An understanding of the principles and practices of the Individual Placement and Support (IPS) model.</p> <p>An understanding of the Equality Act 2010.</p> <p>An understanding of education, training and employment services.</p>
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	<p>workload</p> <p>Ability to encourage, persuade and motivate people</p>	
<p>Personal circumstances</p>	<p>Must be able to work flexibly from different locations</p> <p>Must be able to drive and have access to own transport</p> <p>Ability to work flexible and unsocial hours as required</p> <p>Commitment to the organisation's Guiding Principles and Behaviours</p>	