**Job Outline**

Directorate of Planning & Economic Regeneration

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| Job Title | Personal Adviser (IPS) | Post No. |  |
| Responsible to | Senior Personal Adviser (IPS) | Grade | 6a |
| Overall Purpose: To assist clients in structured treatment for drugs and/or alcohol to secure sustainable paid employment; providing person centred advice and guidance (adhering to the Individualised Placement and Support (IPS) approach), whilst building positive relationships with local employers to enable clients to move into sustainable employment | | | |

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| Principal Accountabilities | |
| 1 | To manage a caseload of clients in structured treatment for substance use who are motivated to start/return to work |
| 2 | To deliver the Individual Placement & Support approach, establishing and maintaining relationships with clients, understanding their key skills, aspirations and goals and providing advice, guidance and support to aid realistic progression. |
| 3 | To develop, implement and review client action plans to help them obtain and sustain competitive employment and monitor and evidence progress against pre-employment and post-employment action plans through regular reviews |
| 4 | To assess client support needs related to work which may include benefits/welfare advice, disclosure of mental health symptoms and provide support and guidance |
| 5 | To establish and maintain relationships with colleagues in clinical teams to provide a cohesive referral and support network for clients |
| 6 | To establish and maintain relationships with external agencies to support participants in the career decision making process e.g. training providers. |
| 7 | To establish and maintain employer relationships to help source job opportunities, providing education and support (as agreed with client) which may include negotiating adjustments, return to work strategy and ongoing contact with employer to ais job retention |
| 8 | To maintain and develop own resources, knowledge (particularly about substance misuse, mental health conditions and vocational rehabilitation), skills, competence and partake in continuous professional development |
| 9 | To accurately complete required documentation, reports and data returns, evidence target outcomes and adhere to information governance/data sharing in line with service standards and funding requirements. |
| 10 | To recognise and identify any safeguarding concerns or issues (including welfare or mental health needs or domestic violence) and escalate appropriately |
| 11 | To comply with review and inspection processes to ensure quality standards and continuation of funding. |
| 12 | Undertake any duties and responsibilities appropriate to the grade and level of responsibility of the post |
| \* | In your role you are required to speak English with sufficient fluency to effectively perform your duties, as required by Section 77-84 of the Immigration Act 2016 |
|  | The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. |