

IPS Employment Specialist

Role Purpose

“A career in IPS (Individual Placement and Support) gives you the opportunity to change minds, and the power to change lives.” (IPS Grow)

- Coach and inspire individuals to fulfil their full potential using a strengths-based approach to secure paid employment through managing an active caseload.
- To deliver an IPS model, whilst building positive relationships with local employers to match people into meaningful employment.
- Work closely with a range of staff, stakeholders, and partners to work in synergy with an existing education and training team.
- Take a creative and innovative approach to partnership working with a wide range of people to drive and develop links and opportunities.

Key duties and activities of the role

- To pro-actively seek referrals for the service through a broad range of stakeholders.
- Regularly meeting with service users to listen and help them identify their best job match, reflecting their skills and aspirations.
- Producing a Vocational Profile and Action Plan for each service user to help them gain and sustain paid employment.
- Supporting service users with managing their health at work, with input from the wider health team.
- Assessing each service users' work-related support needs, offering benefits advice, and helping them develop a personal Information plan.
- To play a part in changing the belief culture and raising expectations as to the ability of individuals to gain and retain meaningful, paid employment.
- To create and develop relationships with a range of employers with a focus on the hidden job market.
- To work towards a high-quality service in line with 'Fidelity' quality framework.
- Ensure accurate recording and data collection always takes place.
- To provide support through conducting regular visits, effective monitoring and in-work engagement for clients and employers.
- Supporting employers, including negotiating workplace adjustments, developing a return-to-work strategy, and ensuring ongoing job retention.

Person specification for the role

We welcome people from a range of backgrounds and with all kinds of life experience, but here's what we'd like you to have:

- Passion for and understanding of working with substance misuse services or with other socially excluded or vulnerable groups.

JD IPS Employment Specialist

Care Be human Do the right thing

- Experience of working with people on a one-to-one basis, offering motivation and support.
- Belief that all service users can enter and retain paid employment.
- A strong and adaptable communication style with excellent verbal and written skills including record keeping and report writing.
- Demonstratable experience of building effective relationships with people from differing backgrounds.
- Great team working, and interpersonal skills. Demonstrating a highly cooperative approach to supporting colleagues and the whole team to deliver Service objectives, as well as in communicating with key stakeholders.
- Demonstrable commitment to working in partnership with other professionals such as criminal justice agencies, community groups and other stakeholders to achieve good outcomes for our service users.
- Excellent IT skills including use of Microsoft Office programs and digital meeting platforms and systems.

Responsibilities for all Via staff

- To work within the Via values of **Care, Be human and Do the right thing**. Support and collaborate with all colleagues and engage with the wider organisation.
- To promote and deliver positive, inclusive and anti-discriminatory practices in line with Via policies, professional and sector requirements, and legislative frameworks.
- To act on all Safeguarding concerns so that all statutory and organisational Safeguarding responsibilities are met and that all learning is shared.
- To observe professional integrity and candour at all times and with all people.
- To comply with all organisational policies and procedures including GDPR and all Health and Safety policy and guidance, taking responsibility for your own safety and contributing to that of colleagues and others as applicable.
- To regularly participate in one-to-one / supervision sessions, objective setting and review, training, practice and learning forums.
- A commitment to learning and to continuously improve everyone’s knowledge and skills.
- To work flexibly to enable the delivery of effective services. This may include flexibility across sites or flexible hours and any other duties that may reasonably be required of you within your role.

Version Control					
Version Number	Date Salary Banded	Salary Banding	Authors Initials		
1.1	23/04/2024	Band 4	FH	RO	CA
1.0	22/11/2022		FH	RO	TS