**Job Description**

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| **Job title:** | IPS Employment Advisor |
| **Location:** | Hereford office base however will be out in the community across Herefordshire |
| **Reports to:** | IPS Senior |

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| **Job Purpose**  As an Employment Advisor, where your passion and drive will make a real difference! In this impactful role, you will support individuals facing significant barriers, helping them achieve their employment dreams and long-term career success. You'll go beyond traditional job placement, offering personalized guidance, forging strong partnerships with employers, and ensuring compliance with top-tier standards. Your efforts will help our clients overcome challenges, thrive in their chosen fields, and achieve their aspirational goals. |

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| **Responsibilities and Duties** | |
| **Client Support** | |
|  | Manage a caseload of up to 20/25 clients, of whom are unemployed looking for work, those in work off sick, and those in work who are requiring retention support. |
|  | Conduct initial meetings with participants to build rapport, gain consent and collect baseline information. Support participants to understand their skills aspiration and goals through the completion of vocational profile and produce a personal employment plan to obtain competitive employment in line with their preferences |
|  | Assist participants with job readiness skills, job search strategies such CV building and interview techniques |
|  | Focus on rapid job search with clients, whilst utilizing local support networks to help individuals overcome their barriers to employment |
|  | Assess individuals support needs related to work which might typically include help with in-work benefits, travel to work, managing health at work etc. and continue providing this once in employment to ensure they retain work |
| **Employer Engagement and Service Promotion** | |
|  | Source job opportunities for clients through tailored job search and proactive engagement with employers to open-up and secure paid employment |
|  | Engage employers and keep abreast of local labor market trends, job openings, skills requirements and general information that will assist participants in seeking employment |
|  | Provide advice and support to employers, as agreed with the individual, which may include negotiating adjustments and on-going contact with supervisors to ensure job retention |
|  | Become fully integrated into the clinical teams to build collaborative relationships and receive direct referrals |
|  | Attend all relevant internal and external and internal stakeholder meetings, prioritizing MDTs/ Community Care Meetings. |
|  | Build the profile of the employment service and promote co-production within the clinical team, alongside raising expectations around the ability of clients to access paid work |
| **Administrative and Organisational Responsibilities** | |
|  | To undertake IPS training and develop an excellent understanding of Fidelity |
|  | To work towards targets in access & employment and demonstrating excellent caseload management |
|  | Ensure all participant information is requested, recorded, stored electronically and in hard copy in accordance with fidelity and compliance requirements so that participant’s journey to employment is fully documented and claims can be made in a timely fashion. |
|  | Ensure you are using the NHS MIS, Carenotes/ RIO to document client’s journey ensuring you adhere to GDPR standards |
|  | Receive and manage referrals ensuring all referrals are contacted within agreed timescales |
|  | To assist in the preparation of project reviews, reports, project audits, case studies and data as required by the 2gether trust, IPS Grow & Landau and other stakeholders |
|  | Ensure that you take positive actions to safeguard young people and vulnerable adults you come into contact and follow correct procedures around safeguarding |
|  | To fully comply with Health and Safety, Equal opportunities/Diversity, Quality assurance, sustainable development, safeguarding and GDPR protocols |
|  | To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this role. |

**Person specification**

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| **SKILLS AND CORE COMPETENCIES** | |
| **Criteria** | **Essential (E) or Desirable (D)** |
| **Technical competency (qualifications and training certificates/ licenses)**   * Information, Advice & Guidance (IAG) Level 3 minimum or willing to work towards this, * Holds Mental Health First Aid Qualification * Trained in the IPS approach | **E**  **D**  **D** |
| **Experience**   * Relevant previous experience in the employment support/ recruitment/ welfare to work/ supported employment field * Experience working with disabled/disadvantaged young people/adults/children * Experience and knowledge of barriers faced by people mental health issues | **D**  **E**  **D** |
| **Skills and Attributes**   * Experience working with individuals facing employment challenges * Excellent communication, interpersonal, and advocacy skills * Ability to build rapport and trust with clients from diverse backgrounds * Strong problem-solving and critical thinking skills * Proficient in Microsoft Office Suite and data management software * A passion for social justice and a commitment to Landau's mission | **D**  **E**  **E**  **E**  **E**  **E** |

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| **Additional Information and Training and Development** |
| * Once you begin the role you will have excellent guidance, support, and in-depth training in the IPS approach. * You will receive professional supervision from your Employment Team Leader, and a clinical supervisor who will ensure you have the tools you need to provide expert support and advice to service users. * To be committed to continuing professional development (CPD) to maintain and develop professional standards * To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this role. * This is a hybrid role with a blend of in-office and remote work opportunities. * A willingness to travel within the community is required. * As a charity, we value all individuals and expect staff to uphold our commitment to equality, diversity, and inclusion. * Ensure that you take positive actions to safeguard young people and vulnerable adults you encounter and follow correct procedures around safeguarding. |

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| **Health and Safety**  The post holder is required to maintain and promote a positive attitude to health and safety and to comply with and ensure compliance with health and safety codes of practice for the safety and wellbeing of learners and staff. |
| **Equality & Diversity**  Landau has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. Landau’s mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes |
| **Safeguarding of Children and Vulnerable Adults**  Landau is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. This post is subject to an Enhanced DBS check (at Landau cost) |

Post holder may be required from time to time to undertake other duties, not specifically mentioned in this job description, but within levels of their salary scale

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| **Prepared By:** | Nicki Ulloa |
| **Date:** | 11/06/24 |
| **Signed By:** | **Nulloa** |
| **Date:** | **11/06/24** |

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company’s business.