

**JOB DESCRIPTION**

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| **1. JOB DETAILS** | |
| Job Title: | **IPS Senior Employment Specialist** |
| Service : | **New Path to Employment** |
| Service Group: | **Employment and Skills** |
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| Reports to: (job title):  Direct staff reports: (Job Titles):  Total number of staff managed: | **Operations Manager**  **N/A**  **2** |
| Working Pattern: | **Usual pattern is Monday to Friday 9-5, Friday 9-4:30** |
| Salary Grade: | **Agenda for Change Band 6: £37,338** |

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| **2. Main Job Purpose**  You will manage a team of 2 x Employment Specialists providing supervision, training, caseload management, and role modelling of the Individual Placement and Support (IPS) approach, as part of the holistic recovery plan for people in structured treatment for drug and/or alcohol use.  The Senior Employment Specialist will provide a pivotal role in managing a high-quality service that meets fidelity standards and delivers positive outcomes for clients.  You will also manage a caseload of approximately 15 clients who have substance use support needs, who are unemployed, or at risk of losing their job, to assist them in securing sustainable paid employment in line with their preferences. |
| **3. Core Responsibilities**   * Effectively manage a high-quality service that adheres to the principles of IPS best practice * Monitor and manage performance of the IPS Employment Specialists – guide them individually on best practice and achieving individual and team job outcome targets * Create a culture of continuous improvement * Identify training needs of staff and arrange appropriate training to support with continuous professional development * Coordinate the work of Employment Specialists in relation to building relationships with employers to effectively access the hidden labour market and external agencies * Produce regular monitoring reports for internal and external stakeholders, including commissioners * Manage your own caseload by following the IPS approach and moving clients into work * Identify barriers for service excellence and work with internal and external stakeholders to implement solutions to ensure a high-fidelity service. * Provide solution focused monthly supervisions for each Employment Specialist within the team, including caseload reviews * Lead the team to ensure Employment Specialists spend enough time engaging with employers, in face to face meetings, in order develop employment opportunities * Guide, mentor and coach the team to deliver on employer engagement/job development strategies * Ensure quality assurance around client satisfaction * Facilitate opportunities for clients to provide feedback on the service and use this to review and develop the service  4. Relationship Management  * Work with treatment teams and their manager’s to monitor referral and engagement performance to ensure IPS is integrated within service practice * Arrange regular meetings with clients to monitor and review progress pre and post-employment. * Meet with the Service/Line Manager’s to agree priorities and work plans * Spend time getting to know local employers in order to negotiate job opportunities that meet each individual’s strengths, needs, abilities and preferences * Provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategy and on-going contact with the employer to ensure job retention * To develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals. This may include local colleges and training providers   **5. Other responsibilities**   * Undertake mandatory training as required, including training in the IPS approach * Actively participate in own continuous professional development * Responsible for marketing and profiling the service for the team. This includes delivering the communications strategy, collecting employment recovery stories etc. * Ensure that effective monitoring and evaluation systems are adhered to * Ensure that all relevant policies are implemented such as information governance, safeguarding etc. * To work independently, reliably and consistently to deliver effective IPS practice * Manage feedback, comments and complaints |
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| **6. KEY RELATIONSHIPS(Internal and External)**  Employment Specialists, Service Managers, Local Authority commissioners, clinical teams, user groups, training and employment schemes, local colleges, local employers, DWP and partner agencies (e.g. mental health, criminal justice, housing and homelessness). |

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**PERSON SPECIFICATION**

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| Job Title: | **IPS Senior Employment Specialist** |
| Service | **IPS** |
| Service Group: | **Employment and Skills** |
| Date completed | **03/08/21** |

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| **Factors** | **Competence level required** | **Essential/Desirable** |
| **Qualifications** | Educated to a degree level **or** equivalent experience | Essential |
| Trained in IPS approach | Desirable |
| Level 3 Diploma in Employability Services Sector Qualification |
| QCF in Advice & Guidance (Level 3) |
| **Experience** | Experience of working with people with substance use, mental health support needs, or a similar group within health, social services or the voluntary sector | Essential |
| Proven experience of meeting and exceeding outcomes and targets |
| Strong networking abilities |
| Experience of managing multiple tasks at any one time |
| Experience of staff supervision, management and/or mentoring |
| Experience of managing change effectively and facilitating innovation |
| Experience of delivering training | Desirable |
| Previous experience of delivering a service using the IPS model |
| Experience of working in employment services supporting people to obtain or keep work |
|  | Knowledge of disability and special needs, policies and legislation in relation to employment | Essential |
| **Knowledge** | Good understanding of the principles and practice of supported employment |
|  | Working knowledge of a broad range of occupations and jobs |
|  | Able to use IT and tools such as MS Word, PowerPoint and Excel |
| **Skills** | Strong leadership skills | Essential  Essential |
| Excellent motivational, communication and listening skills |
| Outstanding interpersonal skills and ability to build rapport with a range of people |
|  | Ability to model recovery focused practice including co-production |
|  | Natural ability to build close, trusting and productive relationships with people |
|  | Team orientated and works collaboratively within a mixed-disciplinary team |
|  | Ability to work independently and use initiative to develop and promote a service |
| **Personal qualities** | Non-judgemental and trustworthy | Essential |
| Empathy with the needs of those with health support needs |
| Passion and drive to make a positive difference to people's lives |
| Positive mind-set with the ability to motivate, engage and inspire |
| Highly motivated with a genuine belief that someone affected by drug and/or alcohol dependence can find paid employment |
| Resilient and tenacious to not give up despite setbacks and frustrations |
| Commitment to integrity and excellent service delivery to the client, employers and clinical team |
| Self-aware of personal strengths and weaknesses and actively invest in personal and professional development |
| Willingness to travel within the area |
| **Equality and Diversity** | Values diversity, perspectives and culture and works effectively with people regardless of their appearances and beliefs | Essential |
| Commitment to non-discriminatory practice in the workplace |