



Job description and person specification

Together, we are making life better for our communities

Our behaviours, our values, our mission



We will treat you as an individual; feeling valued, engaged and listened to; a focus on health & wellbeing, continuing development, career progression and equality of opportunity; sustainable approach to addressing inequality; offering complete care and concern for our workforce

JOB DESCRIPTION

DATE: January 2024**REF NO: AFC468**

JOB DETAILS

JOB TITLE: IPS Employment Specialist (ES)

BAND: 5 (Agenda for Change)

HOURS: See Contract of Employment (*Some flexibility may be called for with evenings and very occasional Saturday a possibility)

DEPARTMENT: Inclusion

LOCATION: Staffordshire

REPORTS TO: IPS Service Lead

ACCOUNTABLE TO: Operational Lead

RESPONSIBLE FOR:

- Provision of the individual placement and support scheme (IPS)

WORKING RELATIONSHIPS

INTERNAL: STaRS, Clinical and non-clinical staff, Data Administrators

EXTERNAL: DWP, DPP, Local Employers, Trade Centre Unions, OHID, NHS Futures, Service Users, Social Care – Children and Adults, Mental Health Services, Criminal Justice Services.

JOB PURPOSE

The postholder will support service users within the service as part of their team to gain, return to or retain employment. The role will involve working directly with Recovery Coordinators, care coordinators, JobCentre Plus, employers, trade unions, world of work and employment agencies to keep people in employment and secure employment opportunities. The postholder will work closely with practitioners in Staffordshire.

The postholder will work in partnership with specialist services and other primary and secondary care services serving Staffordshire. This is an exciting opportunity to make a real difference to the vocational outcomes of people accessing our services.

ORGANISATIONAL STRUCTURE

- *Include an organisational chart that clarifies accountability and reporting arrangements in relation to the job.*



KEY RESPONSIBILITIES

1. To manage a caseload of people who have experienced drug and alcohol health problems using STaRS and who wish to retain, return to or regain meaningful employment.
2. The ES workload will be led by and focused on the aspirations of the service user as part of a package of care.

3. Conduct an assessment of employment needs and consider their strengths, difficulties and employment assets in order to offer the most effective support, which must include the person's job goals and any concerns regarding their capacity for work and previous work experience, making accurate recommendations.
4. Match job tasks and the individual's ability to do the job and any work solutions that may be required to develop the match.
5. Refer the service user to other support if they have particularly complex barriers.
6. Offer the service user support agreeing a written action plan with the person detailing the steps to be taken to either get back into or retain employment and the appropriate support route. Need to include abilities, work solutions, preparation for work, disclosure. The action plan should also be SMART (specific, measurable, achievable, realistic, time bound).
7. The ES will develop in-depth knowledge of the local labour market, local support and new initiatives, taking into account the needs of the client to broker effective interventions. Including specialist schemes to help with retaining or finding employment.
8. Where appropriate provide help to find the right job and provide advice and support on training and also how to prepare for employer interviews.
9. Work closely with local agencies to identify appropriate job vacancies.
10. Advocate on behalf of the person with prospective employers if necessary, aiming to identify work solutions that will overcome or minimise difficulties within the workplace. In particular it is important to establish any return to work issues, potential behaviour in the workplace, possible work solutions. Employer awareness of the implications under the Equality Act 2010 to make reasonable adjustments, health conditions and employment reactions. Interactions with supervisors and colleagues. Development needs and in work support.
11. If appropriate signpost the person to other agencies who will be able to provide advice on other benefits / support the person may be entitled to.
12. Provide continued personalised support after an individual has returned to work or secured employment to help them to sustain employment.
13. To develop and maintain the integration of drug and alcohol treatment and employment support by establishing effective co-working between STaRS employment support services and other health and social care services.
14. Return to work planning for service users.
15. To attend induction and other training provided by IPS Grow, OHID, MPFT and other relevant partners.
16. To keep informed of relevant employment legislation and changes to the benefit system.
17. To update existing knowledge by attending all relevant training opportunities.
18. Ability to be flexible and adapt to service needs
19. To support the training and development of new IPS staff, if required.
20. To arrange meetings between service users and prospective employers.

Systems and equipment

21. To keep accurate and up-to-date records using IT systems using work laptop.
22. Maintain up-to-date service user records in accordance with requirements.
23. To keep up to date with accurate information on local resources, facilities training and employment.
24. To work within MPFT Policies and adhere to best practices highlighted by IPS Grow, Office for Health Improvement and Disparities (OHID) and other relevant partners.
25. To complete all necessary paperwork including questionnaires, reports and minutes for each interaction.
26. Collect and report data to support service performance and evaluation.
27. To report any progress, change or adverse event promptly to a manager.
28. To contribute to the development of best practices within the IPS service.

Decisions and Judgements

29. To use your 1:1 monthly Supervision and range of MPFT resources and training to help manage your personal well-being.
30. To attend weekly case management supervision with the IPS Lead to review service progress, adherence to IPS Fidelity standard measures and adopt a solution focused approach.
31. Work jointly and collaboratively with all service users to ensure care-plans and work plans are co-produced and always reflect the needs and skills of the individual.

Communications and relationships

32. Manage a caseload
33. To work under the guidance of the IPS Lead and Operations Lead, actively engaging in Supervisions both individual and Team, which includes reviewing evidence of your work e.g. Employer Contact Logs, highlighting best practice and areas of development.
34. To engage with employers throughout the Staffordshire Community. Role includes being an active presence in the community.
35. To work and actively liaise with a multidisciplinary staff team, in an often busy office environment.

Physical demands of the job

36. Travel to relevant local employers to build face-to-face relationships, including supporting clients during their active work placements.
37. To support clients who may have experienced trauma inclusive of actively contributing to clients recovery and relapse prevention skills.

38. Utilise specialist advisory skills to support people, who are facing complex employment situations related to substance use to obtain, return to or retain employment.
39. To demonstrate high levels of effort to proactively support IPS service users.

Most challenging part of the role

40. ES's will be aware of the secondary effects on the individual that could be caused by their substance user including loss of confidence, fear of failure, etc.
41. The ES will also be aware that many individuals with substance use conditions may also have primary or secondary health conditions and disabilities. The ES will have the knowledge to understand the work implications of these conditions.
42. To demonstrate high levels of concentration to support service users to achieve and maintain meaningful employment.

JOB STATEMENT

Infection Control
Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to patients, prison staff and other health care staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are provided through mandatory training which all staff must attend at intervals defined in the Trust policy on mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.
Learning and Development
As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in PDC / appraisal processes in line with Trust policy and guidance.
Health and Safety
As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management, for maintaining safe working practices for the health and safety of yourself and others.
Constitution, Competence and Capability
As an employee of the Trust you have a responsibility to promote and abide by the rights and responsibilities outlined in the NHS Constitution. You are additionally expected to adhere to Organisational/National/Regulatory Codes of Practice relevant to the role you are employed to undertake. At all times it is expected that you will limit the scope of your practice to your acquired level of competence and capability.
Dignity at Work Statement
Midlands Partnership University NHS Foundation Trust is committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.
Safeguarding Children and Vulnerable Adults
All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to Trust Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.
Environmental Sustainability and Net Zero
As an employee of the Trust you have a responsibility to be familiar with policies and procedures relating to environmental sustainability and the Net Zero agenda. You are actively encouraged and supported to explore and implement sustainable ways of working within your role to reduce carbon and minimise the environmental impact of health and social care.

PERSON SPECIFICATION

JOB TITLE:	IPS Employment Specialist (ES)		
DEPARTMENT: Inclusion		BAND: 5 (Agenda for Change)	

*Assessed by: A = Application I = Interview R = References T = Testing

ESSENTIAL CRITERIA	*	DESIRABLE CRITERIA	*
QUALIFICATIONS & TRAINING			
Educated to a degree level or equivalent experience. Willing and able to undertake the relevant training associated with the role.	A/I A/I	Trained in IPS approach. Level 3 Diploma in Employability Services Sector Qualification. QCF in Advice & Guidance (Level 3)	A/I A/I A/I
EXPERIENCE			
Equivalent experience gained through work in the field. Experience of providing vocational and employment support. This may have been gained in HR, business, management, recruitment or working in sales.	A/I A/I	Experience of supporting people with drug and alcohol or MH conditions into vocational and employment activities. Understanding of the employment needs, barriers and difficulties faced by people with drug and alcohol and common MH conditions. Experience of working in a service where agreed targets are in place, demonstrating specific outcomes. Experience of assessing, planning and facilitating activities that focus on recovery and vocational skills. Experience of working within a multi-disciplinary team.	A/I A/I A/I A/I

SKILLS, KNOWLEDGE & ABILITIES			
Able to integrate training into practice	A/I	Ability to be flexible, open and creative in problem solving.	A/I
Effective written and oral communication skills.	A/I	Ability to work as part of a multi-disciplinary team	A/I
Ability to negotiate with employers on behalf of service users.	A/I	Awareness of the needs of people with drug and alcohol conditions. The issues surrounding work and the impact it can have on MH.	A/I
Organisational skills.	A/I	Working knowledge of community resources.	A/I
Ability to prioritise and plan own caseload.	A/I	Knowledge of employment law and the Equality Act 2010.	A/I
Ability to assess individual strengths in relation to employment.	A/I	Knowledge of evidence based interventions to support people with drug and alcohol problems remain in, return to and gain work.	A/I
Ability to adapt activities to be appropriate for the needs of an individual client.	A/I		
Ability to meet agreed/specified service targets.	A/I		
Excellent interpersonal skills.	A/I		
Ability to collect and report data to support service performance and evaluation.	A/I		
Knowledge of employment and disability related benefits.	A/I		
Vocational assessment and profiling.	A/I		
Understand the importance of legislation and procedures.	A/I		
Standard keyboard skills	A/I		

PERSONAL ATTRIBUTES			
A caring, responsible and positive approach.	A/I	Willingness to travel to other locations throughout the organisation as required.	A/I
Reliable, trustworthy and enthusiastic. Motivated and innovative.	A/I		
Ability to work within a team and foster good working relationships.	A/I		
Regard for others and respect for individual rights of autonomy and confidentiality.	A/I		
Must have access to a vehicle which can be used for work purposes.	A/I		
Must have a valid driving licence for the UK.	A/I		

JOB HOLDER	SIGNATURE
	DATE
MANAGER	SIGNATURE
	DATE