

PERSON SPECIFICATION

IPS Specialist

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

[Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents]

Qualifications and training

Method of Assessment - D, I

Essential:

- A good basic education

Desirable:

- Degree level education or Certificate in Supported Employment

Experience and knowledge

Method of Assessment - D, I

Essential:

- Experience/understanding of working with people with substance use support needs, or a similar client group within health, social services or the voluntary sector
- Experience of working with someone on a one-to-one basis
- Experience of managing multiple tasks at any one time
- An understanding of the employment needs, and challenges faced by people who experience substance use difficulties
- A knowledge of a broad range of occupations and jobs
- Understanding of the needs of employers
- Able to use IT and tools such as MS Word, PowerPoint and Excel
- Knowledge of the county of Herefordshire



Desirable:

- Experience of supporting people to obtain or keep work
- Experience of working within substance use services
- Own personal lived experience of recovery from substance use or mental health difficulties
- Previous experience of delivering a service using the IPS model
- Proven experience of meeting and exceeding outcomes and targets
- Knowledge of the benefits system and all disability/ employment related benefits
- Understanding of supported employment
- Familiarity with employment and disability legislation

Specialist skills and abilities

Method of Assessment, I

Essential:

- Good motivational, communication and listening skills
- Outstanding interpersonal skills and ability to build rapport with a range of people
- Good organisational ability
- 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
- Ability to meet targets and deadlines

Personal skills and attributes

Method of Assessment - D, I

Essential:

- Non-judgemental and trustworthy
- Empathy with the needs of those with substance use support needs
- Passion and drive to make a positive difference to people's lives
- Highly motivated with a genuine belief that someone with substance use support needs can find paid employment
- Resilient and tenacious to not give up despite setbacks and frustrations
- Self-aware of personal strengths and weaknesses and actively invest in personal and professional development

Special working conditions

Method of Assessment - D, I

Essential:

- Willingness to travel within the region and access to own transport
- Ability to work from home occasionally, with the requirement to attend your primary work base as and when required.



During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match

