



## Job Description

<b>Service</b>	<b>Coventry &amp; Warwickshire</b>
<b>Job Title</b>	<b>IPS Employment Specialist</b>
<b>Base</b>	<b>Coventry &amp; Warwickshire</b>
<b>Hours</b>	<b>37.5 per week Fixed Term Contract until 31st March 2023</b>
<b>Salary</b>	<b>Points 25 – 28 starting £24,735 per annum</b>
<b>Reports to</b>	<b>IPS Senior Employment Specialist</b>
<b>Operating Principles</b>	<p>CGL has developed a number of operating principles that it believes are essential to providing effective and inspirational care and support for its service users. They should be viewed as overarching expectations for all roles at CGL.</p> <p>All staff will contribute to the ongoing development of an ambitious, inspirational and outcome focussed culture at every level of service delivery.</p> <p>All roles will tangibly contribute to provide hope, empowerment, choices and opportunities that promote people reaching their full potential as individuals and community members.</p> <p>All service delivery will model the belief that we all have the potential to make positive changes and to lead meaningful and purposeful lives, as involved and contributing members of society.</p>
<b>Purpose of Job</b>	<p><b>About the role:</b></p> <p>You will manage a caseload of clients of people in structured treatment for drug and/ or alcohol use to assist them in securing sustainable paid employment in line with their preferences. You will deliver the Individual Placement and Support (IPS) approach (for which training will be given); providing person centred advice and guidance to clients, whilst building positive relationships with local employers to enable clients to move into suitable employment.</p> <p>You will work as part of a community drug and alcohol treatment service, maintaining positive and integrated relationships, fostering a holistic approach to recovery through employment.</p>

	<p><b>Key Relationships:</b></p> <p>Organisation managers, human resources, clinical teams, user groups, VCS organisations, local colleges, local employment services, local employers and Jobcentre Plus.</p>
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## Core Activities / Responsibilities:

### Individual Placement and Support

- Manage a caseload of around 25 clients in structured treatment for substance use who are motivated to start/return to work.
- Deliver the Individual Placement and Support (IPS) approach for which training will be given.
- Meet and support clients to understand their key skills, aspirations and goals through completing a Vocational Profile and produce an Action Plan to help them obtain and sustain competitive employment. This includes support with their job search, CV production, application forms, interview techniques and career development.
- Assess client support needs related to work which may include benefits/welfare advice, disclosure of mental health symptoms etc, and provide support & guidance.
- Attend weekly clinical team meetings as an embedded IPS practitioner.
- Source job opportunities for clients through tailored job search and regular contact with local employers to explore hidden as well as advertised employment opportunities.
- 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.
- Build relationships with colleagues in clinical teams to engage and generate referrals and create collaborative working partnerships with clinical staff (promoting employment as a positive intervention in the recovery journey).
- Once employment has been secured continue to provide quality service through conducting regular visits, effective monitoring and in-work support to clients and employers to help sustain employment.

### Relationship Management:

Establish positive and integrated relationships with clinical teams, employers and other service providers. This includes:

- To build and maintain employer relationships and maintain employer engagement database.

- Arrange regular meetings with clients to monitor and review progress pre- and post-employment.
- Spend time getting to know local employers, to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- To challenge inequalities experienced by clients and address existing discrimination, whilst ensuring a process of learning for the organisation
- Work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the workplace – this can include exploring 'job carving' i.e. carving small slices of work from the duties other staff do not have time to do.
- 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.

### **Overview of Main Responsibilities**

- To prepare individuals for employment through assessing each person's individual employment needs through vocational profiling, and then actively support them to achieve their employment goals, in partnership with the clinical team.
- To promote the benefits of supporting clients to access employment within the clinical team and external employers, aiming to raise the profile of IPS services, and raise expectations around the ability of clients to access paid employment.
- To work with client keyworkers and clinical staff, including through case conferencing, to ensure that clients receive appropriate support from everyone involved in their care during the return to work process.
- To 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.
- To assess individual support needs related to work which might typically include help with welfare benefits, travel to work, managing health at work etc.
- To work flexibly on occasion as required by clients and employers, which may require some working out of normal office hours.

### **Other:**

- To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- To work independently, reliably and deliver consistently to deliver effective IPS practice.
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation.
- To co-produce service development with service users where possible.
- To collect employment recovery stories from people accessing the service.
- Ensure that all relevant policies are implemented such as information governance, safeguarding etc.
- Work flexible hours as required.

### **Professional Development**

- To participate in your own IPS and management supervision, objective setting/appraisal, and personal development plan.
- Partake in continuous learning about substance use and mental health conditions, their impact and how they can be managed and undertake mandatory training as required.
- To keep abreast of changing practice within IPS and vocational support more generally.

**Other**

- This is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the reasonable needs of your employer. The post holder may be required to undertake various other duties appropriate to the salary grade and nature of the job.

## Person Specification

### Education and Qualification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Educated to a degree level <b>or</b> equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in IPS approach</li> <li>• Level 3 Diploma in Employability Services Sector Qualification</li> <li>• QCF in Advice &amp; Guidance (Level 3)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience/understanding of working with people with substance use support needs, or a similar client group within health, social services or the voluntary sector</li> <li>• <b>OR</b></li> <li>• Experience working in employment services supporting people to obtain or keep work</li> <li>• Experience of working with someone on a one-to-one basis</li> <li>• Experience of managing multiple tasks at any one time</li> <li>• Experience of working assertively to influence decision makers</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Personal lived experience of recovery</li> <li>• Previous experience of delivering a service using the IPS model is a bonus</li> <li>• Proven experience of meeting and exceeding outcomes and targets</li> <li>• Knowledge of the welfare benefits system</li> <li>• An understanding of the Equality Act 2010.</li> <li>• Basic counselling skills.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of the employment needs, and challenges faced by people who experience labour market exclusion</li> <li>• Developing a knowledge of a broad range of occupations and jobs</li> <li>• Able to use IT and tools such as MS Word, PowerPoint and Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the benefits system and all disability/ employment related benefits</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good motivational, communication and listening skills</li> <li>• Outstanding interpersonal skills and ability to build rapport with a range of people</li> <li>• Good organisational ability</li> <li>• Natural ability to build close, trusting and productive relationships with people</li> <li>• Team orientated and works collaboratively within a mixed-disciplinary team</li> <li>• Ability to work independently and use initiative to develop and promote a service</li> </ul>	

<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Non-judgemental and trustworthy</li> <li>• Empathy with the needs of those with mental health support needs</li> <li>• Passion and drive to make a positive difference to people's lives</li> <li>• Highly motivated with a genuine belief that someone affected by drug and/or alcohol dependence can find paid employment</li> <li>• Resilient and tenacious to not give up despite setbacks and frustrations</li> <li>• Self-aware of personal strengths and weaknesses and actively invest in personal and professional development</li> <li>• Willingness to travel within the area</li> <li>• A preparedness to work flexible hours through prior agreement as the needs of the job dictate.</li> <li>• Ability to see solutions rather than problems.</li> </ul>
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**This post is subject to a Disclosure and Barring Service (DBS) check at an enhanced level.**

**Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.**