LONDON BOROUGH OF HACKNEY



**POST TITLE:** IPS Employment Specialist

**DIRECTORATE:** Chief Executive’s

**SERVICE:** Employment, Skills & Adult Learning

**GRADE:** SO2

**LOCATION:** Within the London Borough of Hackney

**RESPONSIBLE TO:** IPS Employment Manager

**RESPONSIBLE FOR:** Joint supervisory responsibility for an apprentice and

co-located staff from other council teams and partner organisations

Fixed term - until 2025

# PURPOSE OF THE JOB:

The postholder will manage a caseload of people in structured treatment for drug and/ or alcohol; providing tangible interventions to enable them to secure sustainable paid employment in line with their preferences. Utilising the Individual Placement and Support (IPS) approach; providing person centred advice and guidance to clients, whilst building positive relationships with local employers and maintaining links with the clinical team, to enable clients to move into suitable employment.

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. Additionally, the postholder will be expected to work with the wider Employment, Skills and Adult Learning Team to maximise opportunities for the client group, whilst fostering a collaborative approach to employment support.

# MAIN AREAS OF RESPONSIBILITY:

* Manage a caseload of clients in structured treatment for substance use who are motivated to start/return to work; using the Individual Placement and Support (IPS) approach
* Meet and support clients to understand their key skills, aspirations and goals through completing a Vocational Profile and producing 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).
* Provide ongoing support (including job coaching) to individuals and employers to ensure jobs are maintained and individuals progress in employment; producing robust In work support plans

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* Establish positive and integrated relationships with clinical teams, employers and other service providers.
* To build and maintain employer relationships and maintain an employer engagement database.
* Arrange regular meetings with clients to monitor and review progress pre and post-employment.
* Spend time getting to know local employers, in order 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
* Offer advice to employers about good practice in recruiting and employing people with disabilities and those in receipt of treatment for substance use/ alcohol, including providing information on the Equality Act.
* Work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the workplace – e.g exploring ‘job carving’
* 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.

**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 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.
* Take part in continuous learning about substance use and mental health conditions, their impact and how they can be managed and undertake mandatory training as required.
* Actively market/engage the service to professionals and people with/with a history of alcohol/ substance use issues, including attendance at events.
* Provide ongoing person-centred support and information to individuals in order to support them on their pathway to employment/address barriers to employment.
* Develop and maintain relationships with external partners including mental health/ Learning Disability professionals, Substance use/ alcohol services etc and keep up to date knowledge and records of local service providers such as Jobcentreplus, training providers and other agencies offering opportunities and support for service users.
* Engage with employers, to secure employment opportunities for the client group and market the service to employers; negotiating reasonable adjustments, where appropriate.
* Make effective job matches based on knowledge of caseload and employer research including developing an understanding of employers’ recruitment and business needs.
* Identify any skills gaps and plan with the individuals and employers how these will be bridged.
* Work with colleagues to plan and organise training for service users.
* Carry out risk assessments to ensure health & safety of service provision.
* Provide holistic support for service users through creating and maintaining positive relationships with families/carers, employers and health professionals.
* Actively promote the Supported Employment Service to residents and stakeholders; so as to increase referrals and improve awareness
* Keep up to date with developments in national policy and best practice in the employment and skills/supported employment sector.
* submit data, case studies and reports.
* Meet performance targets on supporting service users on their pathway to employment including sustained job targets.
* Carry out the duties in the context of and in compliance with the Council’s Equal Opportunities policies.
* Any other duties that are commensurate with the function and the grade of the post.



# EXPERIENCE AND KNOWLEDGE

* Knowledge of Individual Placement and Support Model (desirable)
* Experience working in employment services supporting people to obtain or keep work
* Proven experience of meeting/ exceeding outcomes and targets
* Detailed knowledge and understanding of the barriers faced by people accessing services for the treatment of substance use and alcohol and/ or other vulnerable people in accessing employment (desirable)
* Demonstrated, extensive experience of providing employability support or training, with a track record in high retention/completion rates and achieving tangible outcomes.
* Knowledge of the local employment market and employer needs
* Experience of working within a performance driven environment and reporting on delivery
* Experience of developing positive relationships with employers/ partner organisations to secure employment for marginalised groups.
* Significant experience of delivering information to people with diverse communication needs (desirable)
* Working knowledge of a broad range of occupations/ jobs and appropriate labour market knowledge

# SKILLS

* Excellent verbal, written and presentational skills with the proven ability to present complex information in a simple manner.
* Ability to work closely with and establish positive relationships with employers, clients, colleagues, partner organisations and clinicians
* Effective interpersonal skills appropriate to a wide range of situations and a proven ability to anticipate problems and provide creative and effective solutions to resolve them.
* 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
* Team orientated; able to work collaboratively within a multi-disciplinary team
* Willingness to work outside normal working days for public and Council meetings and to achieve deadlines.

***NB: All employees are expected to adhere to the Council’s Diversity & Equality and Health and Safety Policies.***

***This role is subject to a satisfactory Disclosure and Barring Service (DBS) check at enhanced level.***