shaw trust

Job Description

Job Title:	IPS Employment Specialist
Reports To:	IPS Team Leader
Job Grade:	E - Experienced Professional
Working Location:	Geographical area with regional travel
Required DBS Level:	Enhanced DBS Adult Only Check

Who we are

Our Vision

A future where good, meaningful, rewarding, purposeful and dignified employment is accessible to all in society irrespective of life circumstances.

Our Mission

To focus our experience, skills, advocacy, and passion to deliver the highest quality services for the people we support and to improve opportunities and access to work now and for the long term.

Our Commitment

To co-create and deliver high quality employability programmes and complementary services for people with complex needs, challenging life circumstances or other barriers that impact on access to work.

Role Description

Working with clients, health professionals, service providers and employers, IPS Employment Specialists are focused on making sure a person's journey into employment, with associated improved social inclusion and wellbeing is as easy as possible. You will work with clients (managing a caseload) who have mental health support needs, to assist them in securing sustainable paid employment in line with their preferences. Your role will be to 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. You will work as part of a community mental health team and/or early intervention psychosis team or Improving Access to Psychological Therapy (IAPT) team, maintaining positive and integrated relationships, fostering a holistic approach to recovery through employment. As an IPS Employment Specialist, you will need to be an able communicator, passionate about getting it right and focused on transforming individual lives through sustainable solutions. This role is a peripatetic and will work the majority of time in the community or at clinical hubs. There is no/minimal home working as part of this role. You will work with people on their individual employment journey from vocational profiling to the point where they no

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longer require face to face in work support. The six key stages on a typical journey are: outreach/referral; vocational profiling; action planning; job search activities (including working on a one to one basis with employers to match people with appropriate employment); job placement and coordinating support whilst in employment; managing withdrawal of support as the in work support is no longer required.

What you will be doing

• Manage a caseload of around 20 clients who have mental health support needs who are motivated to start/return to work and deliver Individual Placement and Support (IPS)

• 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, and job coaching

• Assess client's support needs related to work which may include benefits/welfare advice, disclosure of mental health symptoms etc., and provide support & guidance and 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 and 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) and spend time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences

• 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

• Updating Shaw Trust client data base regularly with meeting notes and relevant documents and If required update NHS systems within the service level agreement (systems include RIO, Care Notes, IAPTUS and various others)

• Work with employers to promote the service, identify job opportunities and ensure appropriate strategies are in place to reduce barriers in the work place – this can include exploring 'job carving' i.e. carving small slices of work from the duties other staff do not have time to do and develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals

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What we need from you

Must have/be able to:

• Trained/Knowledge of the IPS approach

• Level 3 Diploma in Employability Services Sector Qualification or equivalent experience

• Experience/understanding of working with people with mental health 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

• Previous experience of working assertively to influence decision makers

• Experience of supporting people to obtain or keep work

Great to have/be able to:

• QCF in Advice & Guidance (Level 3)

• Experience of working within mental health services

• Previous experience of delivering a service using the IPS model

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What we expect from all Shaw Trust Colleagues at this Job grade

• Good at building relationships both internally and externally. You need to be able to work as part of the team as well as independently when required

• Ability to demonstrate you can successfully work to targets and can provide excellent customer service skills

• Excellent verbal and written communication skills are key

• Ability to use your initiative and take a problem-solving approach to work tasks

• Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases

• Be aware of, promote and implement our Integrated Management System which encompasses Environmental, Information Security, Quality, Occupational Health & Safety and Risk.

• To undertake any further training as identified in our review procedures.

• To understand and comply with The Health and Safety at Work Act 1974, The Data protection Act, Safe working practices, risk assessment control measures and statutory provisions as well as maintaining confidentiality about clients, staff, and other Trust businesses.

• To comply with our Diversity and Inclusion Policy. The key responsibilities for staff under this policy are set out in our Code of Conduct.

• To take personal responsibility for risk management by maintaining awareness and reporting risks to avoid the Trust being exposed to unnecessary risk.

• To partake in any additional resposibilites outlined by your line manager in relation to the job role

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