

## **SHEKINAH MISSION (PLYMOUTH) LIMITED**

### **Job Advertisement**

#### **INNOVATIVE PROJECT TO HELP PEOPLE WITH HEALTH NEEDS BACK INTO WORK**

Do you understand the importance of work and the vital role it can play in the lives of those with health conditions or disabilities?

Do you take pride in what you do, and can you think creatively about how different organisations can work together to deliver a better service?

Are you happy to talk with employers and help match people into meaningful work?

**If this sounds like you, then you might be ideal for our new Employment Specialist role.**

In partnership with the Plymouth Complex Needs Alliance, Shekinah's Employment Specialist team will aim to increase the number of people moving into employment from specialist community health services. We are now recruiting people to work across the Plymouth.

The role will deliver supported employment to people in community treatment for substance use, who may be affected by other health conditions or disabilities, using the Individual Placement and Support approach (IPS).

The aim is to help people into paid work in a way that respects their preferences and choices.

About you:

- We do not expect you to know everything about IPS, but some knowledge is helpful
- We would like you to have experience talking to employers and helping people into work
- We want great communication skills and the ability to build relationships with everyone from the frontline up to CEO level
- Negotiation skills and commercial acumen
- Drive, passion, and commitment
- Proven ability to build rapport with people and especially understanding issues for people affected by substance misuse or similar conditions
- Boundless enthusiasm, excellent teamwork, and the ability to work in a target driven environment
- Strong written skills/verbal/organisational skills

To apply, please send your CV and expression of interest to Peter Woad, Human Resources Manager at Shekinah, Bath Street, Plymouth, PL1 3LT or e-mail [peter.woad@shekinah.co.uk](mailto:peter.woad@shekinah.co.uk)  
Should you have any queries about the role, please email [john.hamblin@shekinah.co.uk](mailto:john.hamblin@shekinah.co.uk)

**The closing date for receipt of applications is 22<sup>nd</sup> August 2022. Regrettably, we are unable to accept any late applications.**

**Title:** IPS Employment Specialist  
**Salary:** £26,000 pa  
**Duration:** Permanent  
**Hours:** 37.5 hours per week

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## **JOB DESCRIPTION**

### **MAIN PURPOSES OF THE JOB**

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. 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.

## **ROLE PROFILE**

### **CORE RESPONSIBILITIES**

- 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, 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.
- 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.

## 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.
- 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.
- Work flexible hours as required.

## REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of the work involved in this post, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. It is a condition of employment that all convictions are disclosed in advance.

## STAKEHOLDERS

Senior Employment Specialist, service managers, clinical teams, user groups, training and employment schemes, local colleges, local employers, and partner agencies (e.g. mental health, criminal justice, housing and homelessness).

## PERSON SPECIFICATION

	Essential	Desirable
Qualifications and training	Educated to a degree level or equivalent experience	<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>
Experience	<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> </ul> <p>OR</p> <ul style="list-style-type: none"> <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> </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> </ul>
Knowledge	<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>	Knowledge of the benefits system and all disability / employment related benefits
Skills	<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>	
Personal qualities	<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> </ul>	

	<ul style="list-style-type: none"><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></ul>
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**WHY JOIN US?**

Together we are looking to create growth and opportunity for individuals with drug and alcohol support needs and build a better and all-inclusive working world. We work collaboratively to make a real impact in transforming someone’s life. We love what we do and feel we offer an incredibly rewarding career with an excellent training and development plan.