

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 Senior 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 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
Should you have any queries about the role, please email john.hamblin@shekinah.co.uk

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

Title: IPS Senior Employment Specialist
Salary: £31,000 pa
Duration: Permanent
Hours: 37.5 hours per week

JOB DESCRIPTION

MAIN PURPOSES OF THE JOB

The Senior Employment Specialist will manage a team of 2 Employment Specialists providing supervision, training, caseload management, and role modelling of the Individual Placement and Support (IPS) approach, as part of the holistic recovery plan for people in structured treatment for drug and/or alcohol use. The Senior Employment Specialist will provide a pivotal role in managing a high-quality service that meets fidelity standards and delivers positive outcomes for service users. They will also manage a small 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.

ROLE PROFILE

CORE RESPONSIBILITIES

- Effectively manage a high-quality service that adheres to the principles of IPS best practice.
- Monitor and manage performance of the IPS Employment Specialists – guide them individually on best practice and achieving individual and team job outcome targets.
- Create a culture of continuous improvement.
- Identify training needs of staff and arrange appropriate training to support with continuous professional development.
- Support the design and delivery of in-house staff training and development (including facilitating peer learning and best practice).
- Involve service users in co-production of service developments where possible.
- Coordinate the work of the Employment Specialists in relation to building relationships with employers to effectively access the hidden labour market, external agencies and delivery of job-seeking groups.
- Manage the IPS service budget and analysis of service value.
- Produce regular monitoring reports for internal and external stakeholders, including commissioners.
- Manage a small caseload of between 10-15 clients at any one time.
- Identify barriers for service excellence and work with internal and external stakeholders to implement solutions to ensure a high-fidelity service.
- Provide solution-focused monthly supervisions for each Employment Specialist within the team, including caseload management.
- Lead the team to ensure the Employment Specialists spend enough time in face-to-face meetings with employers to find the right job match.

- Guide, mentor, and coach the team to deliver on employment engagements / job development strategies.
- Ensure quality assurance around client satisfaction.
- Facilitate feedback opportunities for clients to provide feedback on the service and use this to review and develop the service.

RELATIONSHIP MANAGEMENT

- Arrange regular meetings with clients to monitor and review progress pre- and post-employment.
- Meet with the Service / Line Manager to agree priorities and work plans.
- Spend time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- 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.
- 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

- Undertake mandatory training as required, including training in the IPS approach.
- Actively participate in own continuous professional development.
- Implement the organisation's policies and procedures as required.
- Be responsible for marketing and profiling the service for the team. This includes delivering the communications strategy, collecting employment recovery stories etc.
- Regularly collect and promote service user employment recovery stories.
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within the sector.
- Ensure that all relevant policies are implemented, such as information governance, safeguarding etc.
- To work independently & reliably, and deliver consistently to deliver effective IPS practice.
- Manage feedback, comments and complaints.

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

Employment Specialists, service managers, local authority commissioners, 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	<ul style="list-style-type: none"> Educated to a degree level or equivalent experience 	<ul style="list-style-type: none"> Trained in IPS approach Level 3 Diploma in Employability Services Sector Qualification QCF in Advice & Guidance (Level 3)
Experience	<ul style="list-style-type: none"> 2+ years' experience of working with people with substance use support needs, or a similar group within health, social services or the voluntary sector <p>OR</p> <ul style="list-style-type: none"> 2+ years' experience working in employment services Proven experience of meeting and exceeding outcomes and targets Strong networking abilities Experience of managing multiple tasks at any one time Experience of staff supervision, management and/or mentoring Experience of managing change effectively and facilitating innovation 	<ul style="list-style-type: none"> Experience of delivering training Previous experience of delivering a service using the IPS model Personal lived experience of recovery
Knowledge	<ul style="list-style-type: none"> Knowledge of disability and special needs issues, policies and legislation in relation to employment Good understanding of the principles and practice of supported employment Working knowledge of a broad range of occupations and jobs Able to use IT and tools such as MS Word, PowerPoint and Excel 	
Skills	<ul style="list-style-type: none"> Strong leadership skills 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 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 	

Personal qualities	<ul style="list-style-type: none">• Non-judgemental and trustworthy• Empathy with the needs of those experiencing mental health problems• Passion and drive to make a positive difference to people's lives• Positive mindset with the ability to motivate, engage and inspire• Highly motivated with a genuine belief that someone affected by drug and/or alcohol dependence can find paid employment• Resilient and tenacious to not give up despite setbacks and frustrations• Commitment to integrity and excellent service delivery to the client, employers, and clinical teams• Self-aware of personal strengths and weaknesses and actively invest in personal and professional development• Willingness to travel within the area
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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.