

Job Description

Job Title:	Employment Specialist (ES)
Grade:	Scale 5 (£23,294 - £26,355)
Location:	Staffordshire Locality
Hours:	35hrs per week
Accountable to:	Senior Employment Specialist (SES)
Programme accountable to:	Strategy, Innovation and Development Directorate Inc research, performance and fidelity
Key relationships:	Organisation managers, human resources, clinical teams, user groups, VCSE organisations, local colleges, local employment services, local employers and Jobcentre Plus.

Job summary:

Public Health England (PHE) is conducting a national randomised controlled trial of Individual Placement and Support for Alcohol and Drug Dependence (IPS-AD) targeting people whom face significant barriers to employment as a result of drug and/or alcohol dependency. Working under the direction of the SES to help establish and embed a new and ambitious programme of vocational rehabilitation across the localities of Staffordshire, that helps make IPS a legitimate part of our treatment and recovery model.

Individual Placement & Support:

- Manage a caseload of c.25 people in drug and alcohol treatment who wish to return to, or start, paid employment. Clients will be worked with for up to 9 months, plus up to 4 months of in-work support, as specified in the IPS-AD trial protocol.
- Build effective working relationships with local employers, training providers and colleges to secure employment and education opportunities for people in treatment for substance misuse, including ensuring the service is focused on accessing the 'hidden' labour market.
- Provide job development and job search activities directed toward positions that are individualised to the interests and uniqueness of the client, following the evidence-based principles and procedures of IPS supported employment.
- Provide ongoing support according to both the employee's and employer's needs to enable people who have experienced dependency on drugs and/or alcohol retain employment once secured.
- Ensuring that people on work experience placements and those job seeking are provided with help and advice to apply for posts in open employment.
- Promoting the profile of employment and working embedded within the clinical and recovery team to raise expectations around the ability of clients to attain paid work.

IPS-AD trial adherence requirements:

- Adhering to research governance requirements at the site.
- Adhering to participant screening and recruitment processes at the site.
- Adhering to trial protocols around accurate recording, storage, integrity and confidentiality of research forms and records.

- Ensuring the adverse events recording arrangements are adhered to and issues are promptly reported to the study coordinating centre.
- Engaging in IPS fidelity checks and the external evaluation.
- Complete mandatory accredited National Institute for Health Research (NIHR) training and follow Medical Research Council (MRC) guidelines on Good Clinical Practice.

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 and recovery team.
- To promote the benefits of supporting clients to access employment within the clinical and recovery 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.

Professional Development

- To participate in your own IPS and management supervision, objective setting/appraisal, and personal development plan.

Policy and/or service development

- To work with the SES and service management to ensure that vocational support services offered continue to develop effectively.
- To ensure that effective referral procedures to IPS provision from the clinical and recovery team are in place.
- To participate in effective monitoring and evaluation systems in relation to the IPS-AD trial.
- To encourage and support clients to remain in receipt of drug treatment and other health, social and welfare support.
- To ensure that risk is proactively managed through sound clinical and non-clinical risk assessment.
- To ensure that client confidentiality is upheld, whilst demonstrating due consideration to the sharing of information where necessary/appropriate.
- To comply with all ADS policies and procedures.
- To act at all times to promote equality and diversity ensuring inclusive and integrated services.
- To be an active participant in ADS groups, meetings and events.
- To undertake any other duties appropriate within the broad remit of the role.

Research and development

- To keep abreast of changing practice within IPS and vocational support more generally.

NOTE

The details contained in this Job Description summarise the main expectations of the role at the date it was prepared. It should be understood that the nature of individual roles will evolve and change as service needs change. Consequently, ADS will expect to review and revise this Job Description from time to time and will consult with the post-holder at the appropriate time.

PERSON SPECIFICATION FOR EMPLOYMENT SPECIALIST

FACTORS	ESSENTIAL		DESIRABLE	
Education & qualifications	Educated to degree level, or with equivalent relevant work experience.	A/I		
Previous experience	<p>12 months experience of helping people facing severe labour market disadvantage to obtain or keep work.</p> <p>Experience of collaborative working and working in teams.</p> <p>Understanding of the UK welfare benefits system.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>	Experience of working with people recovering from addiction and/or mental health problems or a similar client group.	A
Skills, knowledge, abilities	<p>An understanding of the principles and practices of supported employment.</p> <p>An understanding of the employment needs and difficulties of people who experience substance dependency and related barriers to employment.</p> <p>Able to assess clients' vocational functioning on an ongoing basis utilising background information and work experiences. Discusses client's preference for disclosure of health status to employers.</p> <p>Able to work in a complex environment and demonstrate a high level of perseverance, being committed to seeing plans through to completion with agreed time-scales.</p> <p>Ability to develop relationships with multiple stakeholders, including employers, partner agencies, clients and their family/carers. With the client's permission, provides information, advice and guidance to family members in order to build their employment capital and network of support.</p> <p>Ability to support clients and employers when transitioning to from welfare to work and/or if a client's job is at risk.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>An understanding of the principles and practices of the Individual Placement and Support (IPS) model.</p> <p>An understanding of the Equalities Act 2010.</p> <p>An understanding of education, training and employment services.</p> <p>Basic counselling skills.</p>	<p>A/I</p> <p>A</p> <p>A</p> <p>A</p>

	An ability to provide advice and support to keyworkers and clinicians in relation to the employment needs of their clients.	A/I		
	Working knowledge of a broad range of occupations and jobs and an understanding of emergent job sector, locally.	A/I		
	Good verbal and written communication skills.	A/I		
	Good marketing, presentation and negotiation skills, allied to a persuasive style.	I		
	Familiarity with common office software.	A		
Attitudes, aptitudes and personal characteristics	Ability to work independently, reliably and consistently.	A/I		
	A preparedness to work flexible hours through prior agreement as the needs of the job dictate.	A		
	Ability to see solutions rather than problems.	A/I		

*Key: Measured by A= Application Form, I=Interview