

Job Description

Job Title:	Senior Employment Specialist (SES)
Grade:	Scale 6 (£27,014-£30,564)
Location:	Staffordshire Locality
Hours:	35hrs per week
Operationally accountable to:	Locality based Service Delivery Director
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 Strategy, Innovation and Development Directorate the SES will be central to establishing, driving and embedding a new and ambitious programme of vocational rehabilitation across the localities of Staffordshire, and making IPS-AD a legitimate part of our treatment and recovery model.

The post holder will provide employment professional supervision to a small team of Employment Specialists, (ES), and will also maintain a reduced caseload of their own. The SES will serve as the Principal Investigator for the IPS-AD trial.

Individual Placement & Support:

- Managing a limited caseload of people in receipt of 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.
- Building 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.
- Providing 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.
- Providing ongoing support according to both the employee's and employer's needs to enable people who have experienced dependency on drugs and/or alcohol to 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, and advised about accessing in-work welfare benefits as appropriate.
- Promoting the profile of employment within the clinical and recovery team, and raising expectations around the ability of clients to attain paid work.
- Developing the day to day operational practices of the Employment Specialist Team.
- Provision of IPS supervision to Employment Specialists based in your locality.

- Ensuring that services achieve and maintain good fidelity to the evidence-based IPS model.

Managing the IPS-AD trial adherence requirements as Principal Investigator

- Ensuring that research governance requirements are adhered to.
- Providing operational responsibility for the day-to-day, efficient running and implementation of the study protocol.
- Overseeing appropriate participant screening and recruitment at the site.
- Overseeing appropriate and accurate recording, storage, integrity and confidentiality of research forms and records.
- Ensuring adverse events recording arrangements are in place and promptly reported to the study coordinating centre.
- Providing reports to and liaising with the PHE Trial Manager and study coordinating centre as requested.
- Ensuring access for 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 provide leadership and employment professional supervision to Employment Specialists within the team.
- To provide field mentoring to employment staff to enable them to further develop their practice and increase outcomes.
- To liaise with PHE Trial Manager, practitioners and managers within the service around the on-going implementation of the evidence-based Individual Placement and Support Model.
- 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 lead a local employer engagement strategy to involve employers (including the local authority and partner services), and open-up and secure work experience and paid employment opportunities for people in treatment for drug and/or alcohol dependency.
- 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 benefits, travel to work, managing health and 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 professional development plan.
- To provide regular IPS supervision to Employment Specialists, including group supervision to the team, and overseeing their professional development plans.

Policy and/or service development

- To work with the Employment Specialists, 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 ensure participation in monitoring and evaluation systems established in relation to the IPS-AD trial.
- To encourage and support clients to remain in recipe 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 vocational rehabilitation, and to disseminate within the team and, where relevant, service(s).

Management of resources

- To work with internal and external stakeholders and partners to maximise the effective and efficient use of resources in the delivery of vocational support services.

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 SENIOR EMPLOYMENT SPECIALIST

FACTORS	ESSENTIAL		DESIRABLE	
Education & qualifications	Educated to degree level, or with equivalent relevant work experience.	A/I		
Previous experience	<p>At least 2 years' paid experience of delivering an IPS model and/or managing programmes that help people facing severe labour market disadvantage to obtain or keep work.</p> <p>Experience of collaborative working and working in multi-agency partnerships.</p> <p>Experience of staff supervision and coaching.</p> <p>Understanding of the UK welfare benefits system.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p>	<p>Experience of working with people recovering from addiction and/or mental health problems or a similar client group.</p> <p>Experience of delivering training.</p> <p>Experience of managing a budget.</p> <p>Experience and/or knowledge of Randomised Control Trials.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>
Skills, knowledge, abilities	<p>An understanding of the principles and practices of the Individual Support and Placement (IPS) model 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</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 Equalities Act 2010.</p> <p>An understanding of education, training and employment services.</p> <p>Basic counselling skills.</p>	<p>A</p> <p>A</p> <p>A</p>

	<p>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>An ability to provide advice and support to keyworkers and clinicians in relation to the employment needs of their clients.</p> <p>Working knowledge of a broad range of occupations and jobs and an understanding of emergent job sector, locally.</p> <p>An ability to communicate highly complex and specialist information effectively both verbally and in writing, including the production of formal reports.</p> <p>An ability to assess the learning and development needs of others and give individual feedback to manage and improve performance.</p> <p>Capacity to appreciate the strategic context of the service.</p> <p>Good verbal and written communication skills.</p> <p>Good marketing, presentation and negotiation skills, allied to a persuasive style.</p> <p>Familiarity with common office software.</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>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p>		
Attitudes, aptitudes and personal characteristics	<p>Ability to work independently, reliably and consistently.</p> <p>A preparedness to work flexible hours through prior agreement as the needs of the job dictate.</p> <p>Ability to see solutions rather than problems.</p>	<p>A/I</p> <p>A</p> <p>A/I</p>		

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