

IPS Employment Specialist

Title	IPS Employment Specialist
Directorate	Operations
Reports to	Contracts Manager
Responsible for	N/A
Key relationships	<p>Internal: Associate Director (Addaction), Contracts Manager (Addaction), IPS Manager (in partner organisation), IPS Employment Specialist (in partner organisation)</p> <p>External: Service Users, Statutory Services (treatment providers), ADP Coordinator (or representative), DWP, local employers</p>

Job summary

- To provide front line support to individuals who are in treatment or recovery from alcohol or drug use to enter employment.
- To work with clinical treatment services in a designated NHS Region to implement and deliver the Individual Placement and Support (IPS) model to support people who are in substance use treatment / recovery into employment.
- To work collaboratively with the IPS Employment Specialist from our partner organisation (SAMH) to meet the contractual and performance targets
- To work directly with employers to secure employment opportunities and subsequently to provide ongoing support to meet both the employee's and employer's needs.
- To promote the IPS model and the Addaction/ SAMH partnership to partner agencies and the wider community

Main responsibilities / duties

Delivery

- Assisting Service Users in their search for work and actively seeking out and securing suitable employment/self employment or training, which matches their skills, experience and aspirations.
- Conducting information, advice, guidance sessions with Service Users
- Using evidence based interventions to support individuals to elicit behavioural change
- Formulating action plans with Service Users to help remove barriers to achieving employment.
- Providing quality support services to Service Users through effective planning, monitoring, evaluation and review of their requirements in partnership with them
- Promote mutual aid and create peer support opportunities for Service Users, including facilitating peer support meetings as required
- Integrating into an Addiction Services team within a designated NHS Region as an IPS Employment Specialist, working in partnership with team members to identify service users who want to enter employment
- Liaise with Addiction Services management to integrate employment support into treatment/ recovery support
- Championing the IPS and Recovery models in all aspects of the service including attending events, delivering presentations, preparing reports and representing Addaction as appropriate.
- Developing and maintaining effective relationships with external agencies, local and national employers
- Build and maintain a range of key local relationships pertinent to the activities of Addaction and the SAMH National Employment Team
- Comply with the requirements of the IPS fidelity scale, and support FidelityAssessor in activities relating to a fidelity review
- Develop positive relationships with organisations that can provide specific opportunities to help Service Users achieve their employment goals e.g. local Employability services
- Delivery of targets as specified in relevant contract(s) and meeting contractual compliance requirement

Financial responsibility

- Operate financial systems, including following policy and procedures
- Record and monitor budget spend appropriately.

Information Governance

- Record and maintain service user statistics/ data using the electronic service systems in accordance with Addaction policy
- Work to Addaction policy to ensure that Information Governance Compliance is achieved and best practice is achieved
- Work to the requirements of local Information Sharing protocols, highlighting any risks or potential issues

General responsibilities

- **Confidentiality:** Ensure confidentiality at all times, only releasing confidential or personalised information externally with consent from a line manager.
- **Data Protection Act:** Comply with the requirements of the Data Protection Act and amendments to ensure integrity and security of our information.
- **Safeguarding:** Provide leadership in ensuring statutory and organisational responsibilities are met in respect of safeguarding children & vulnerable adults.
- **Conflict of interest:** Declare any involvement either directly or indirectly with any firm, company or organisation that has a contract with Addaction.
- **Equal Opportunities and Diversity:** Ensure that all service users, partners, carers, and colleagues in Addaction and partner organisations are treated as individuals within Addaction's Diversity and Equality framework.
- **Health and Safety:** Comply at all times with the requirements of the Health and Safety regulations and Addaction's Health and Safety Policy and Procedures.
- **Quality Assurance:** Comply with the Care Inspectorate, Scottish Social Services Council (SSSC) and relevant agency standards at all times.

- **Any other duties:** Undertake any other duties that are reasonable and are commensurate with the role.
- **Self-development:** Ensure you take responsibility for development and keep learning in your role.

Personal specification

	Essential criteria	Desirable criteria
Education / qualifications	<ul style="list-style-type: none"> ● SVQ Level 3 or equivalent Qualification 	
Experience/ Knowledge	<ul style="list-style-type: none"> ● Experience of substance use services and/or the employability, employment and welfare to work sector including contracting environment, external policy context and partnership agenda ● Willingness to undertake training and development in the Individual Placement and Support model ● Sound knowledge of best practice in the provision of addictions and/or employability and employment services ● Knowledge and understanding of issues faced by people in treatment/ recovery in the job market, and in employability and employment services ● Experience of multi agency partnership working ● Experience of monitoring, evaluating and reviewing personal plans ● Knowledge of best practice in the provision of supported employment ● Experience of working within a high performance, target driven environment 	<ul style="list-style-type: none"> ● A proven track record in placing people into employment and/ or in supporting people to achieve sustained employment ● Detailed understanding of Individual Placement and Support Model ● Understanding of national development priorities and the needs of the business community in relation to employability

		<p>and employment</p> <ul style="list-style-type: none"> ● Good understanding of local labour market ● Understanding of employment law and employer's responsibility
<p>Skills and abilities</p>	<ul style="list-style-type: none"> ● Proven ability to manage and support a client caseload and achieve targets for progression ● Ability in deploying effective employer engagement strategies ● Ability to work on own initiative and remotely from line management ● Ability to demonstrate empathy and belief in the potential of people in treatment/ recovery and with disabilities to secure employment. ● Excellent verbal, written and presentation skills ● Well developed IT skills, familiar with Office Suite ● Ability to utilise information to the benefit of the service and clients ● Ability to use interpersonal skills to build and sustain relationships ● Ability to respond creatively to emerging needs of clients ● Ability to manage and resolve conflict ● Ability to balance competing priorities within tight timescales 	<ul style="list-style-type: none"> ● Ability to use evidence based techniques including motivational interviewing ● Group work skills including mutual aid facilitation ● Skills in using Google Suite

	<ul style="list-style-type: none"> ● Ability to plan and prioritise workload ● Ability to encourage, persuade and motivate people 	
<p>Personal circumstances</p>	<ul style="list-style-type: none"> ● Must be able to work flexibly from different locations ● Must be able to drive and have access to own transport ● Ability to work flexible and unsocial hours as required ● Commitment to Addaction’s Guiding Principles and Behaviours 	