JOB DESCRIPTION

1. JOB DETAILS	
Job Holder:	**Vacancy**
Job Title:	**IPS Employment Specialist**
Reports to: (job title): Direct staff reports: (Job Titles): Total number of staff managed:	**Senior Employment Specialist** **N/A** **N/A**
Working Pattern:	**29 hours/4 days per week (9am to 5pm)**
Double Impact Mission	**INSPIRING CHANGE AND POSITIVE CHOICE** Double Impact is a registered charity and not for profit organisation, established in 1998. Double Impact Mission is to provide a quality service that promotes recovery and community integration for people who have experienced problematic drug and alcohol use. We achieve this by providing opportunities for connection with like-minded people, personal development, empowering choices, education and training, pathways into work experience and employment. By placing our service users' needs at the heart of our ethos and their own treatment experience, we provide a uniquely holistic, flexible service. We believe that with the right support everybody can recover and that in recovery anything is possible.
Lincolnshire Recovery Partnership	The Lincolnshire Recovery Partnership comprises of Double Impact, Turning Point and Framework Housing Association. An innovative 'Recovery First' model underpins everything at Lincolnshire Recovery Partnership, with lived experience recovery fully integrated and visible throughout. Double Impact combine their specialism in lived experience and recovery with Framework Housing Association's expertise supporting service users experiencing severe multiple disadvantage, together with Turning Point's national experience as an outstanding substance use provider. Lincolnshire's residents will benefit from Lincolnshire Recovery Partnership's highly integrated and highly localised approach, supporting with multiple issues across all parts of Lincolnshire, all from within the same partnership.

	The Lincolnshire Recovery Service and Academy aims to establish and promote recovery from drug and alcohol dependence across Lincolnshire. The service connects with service users across Lincolnshire and delivers a range of peer support groups and high-quality accredited learning packages that provide pathways and opportunities for individuals to progress through individual Personal Development Plans into learning, volunteering, work readiness and ultimately into employment. Our service provides: - Connection, Involvement and Recovery Community - Peer Support, Training and Education - Internal and Community Connection Opportunities - Pathways into Work Experience and Employment Which is underpinned by the four cornerstones of: - Peer-led Internal Mutual Aid - Supporting People to Support Others - Service User Involvement - External Mutual
Double Impact Values	1. Passionate: We are passionate advocates for abstinence-based recovery, inspiring others to explore all possibilities. 2. Ambitious: We believe that with the right support and connection, everyone can recover and achieve anything in their recovery. 3. Independent: We stay true to our collective recovery heritage and lived-experience values, creating opportunities for people to recover without limitations. 4. Responsive: We respond quickly and creatively to connect people with communities and resources that support their life goals. 5. Strengths-Based: We focus on what's strong, not what's wrong, helping people uncover their innate strengths to build a fulfilled recovery.

2. Main Job Purpose

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.

3. 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.

4. 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.
- Work collaboratively with clinical specialists to support clients to sustain employment and positive recovery outcomes.
- 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 work place – 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.

5. Other responsibilities

- 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.

6. KEY RELATIONSHIPS(Internal and External)

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

Job Title:	**IPS Employment Specialist**

Factors	Competence level required	Essential/Desirable
Qualifications	Educated to a degree level **or** equivalent experience	Essential
	Trained in IPS approach	Desirable
	Level 3 Diploma in Employability Services Sector Qualification	
	QCF in Advice & Guidance (Level 3)	
Experience	Experience working in employment services supporting people to obtain or keep work	Essential
	Experience of working with someone on a one-to-one basis	
	Experience of managing multiple tasks at any one time	
	Experience of working assertively to influence decision makers	
	Personal lived experience of recovery	Desirable
	Previous experience of delivering a service using the IPS model is a bonus	
	Proven experience of meeting and exceeding outcomes and targets	
Knowledge	An understanding of the employment needs, and challenges faced by people who experience labour market exclusion	Essential
	Developing a knowledge of a broad range of occupations and jobs	
	Experience/understanding of working with people with substance use support needs, or a similar client group within health, social services or the voluntary sector	
	Able to use IT and tools such as MS Word, PowerPoint and Excel	
	Knowledge of the benefits system and all disability/ employment related benefits	
Skills	Good motivational, communication and listening skills	Essential
	Outstanding interpersonal skills and ability to build rapport with a range of people	
	Good organisational ability	Essential
	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	Non-judgemental and trustworthy	Essential
	Empathy with the needs of those with health support needs	
	Passion and drive to make a positive difference to people's lives	
	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	
	Self-aware of personal strengths and weaknesses and actively invest in personal and professional development	
Equality and Diversity	Values diversity, perspectives and culture and works effectively with people regardless of their appearances and beliefs	Essential
	Commitment to non-discriminatory practice in the workplace	

Terms & Conditions

Terms & Conditions of Employment	
Position	IPS Employment Specialist
Location	Covering Lincoln and Skegness and surrounding villages
Hours	29.6 hours/4 days per week (9am to 5pm) You are entitled to a daily-unpaid meal break of 40 minutes
Contract Type	Permanent
Salary	£23395.20 (FTE £29,244)
Probation Period	6 months
Holiday Entitlement	Holiday entitlement in any holiday year is 27 days pro rata plus a pro rata entitlement to bank holidays. Incremental increases to holiday entitlements linked to service are detailed in the contract of employment.
Notice	Staff are required to give one month's notice in writing to terminate their employment with the Company
Conditions	• Two satisfactory professional, written references, one of which must be the last employer - completed • Satisfactory Enhanced DBS Check - completed • Evidence of Right to Work in the UK

Acceptance	
The above job description is not all encompassing and is subject to regular review	
Signature of Post Holder	I have read and accept the duties and responsibilities outlined in this job description. Signature: _____ Print Name: _____ Date: _____