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| GROUNDWORK  GREATER MANCHESTER | |  |  |
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|  | IPS Employment Specialist in Drug and Alcohol Treatment Services |  |
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| **SALARY** |
| Pay Grade: E  GGM operates a graded pay scheme which permits salary progression within grade subject to appropriate performance level. Our normal policy is to appoint at base of grade.GGM operates a graded pay scheme which permits salary progression within grade subject to appropriate performance level. Our normal policy is to appoint at base of grade. |

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| **CONTRACT DETAILS** |
| Permanent  36.66 hours per week  Based at Groundwork offices in Trafford Park or Ashton-under-Lyne and/or community base within Greater Manchester. (delete / define community base as appropriate) (  We aim to support a healthy work-life balance. As such we operate a flexi-time system and part-time and flexible working options are available. We are happy to discuss preferred working arrangements with candidates within the parameters of the role requirements. |

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| **ACCOUNTABLE TO** |
| IPS Senior Employment Specialist |

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| **RESPONSIBLE FOR** |
| A caseload of approx. 25 active clients |

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| **OVERVIEW OF THE POST** |
| You will be part of an established team delivering the Individual Placement and Support (IPS) approach, for a caseload of clients. You will be providing person centred advice and guidance for clients to support them to secure and sustain appropriate employment outcomes. You will be responsible for building positive relationships with local employers, to source suitable vacancies and enable clients to move into and sustain 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. You will engage with a range of stakeholders including 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). |

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| **ROLE & MAIN PURPOSES OF THE POST** |
| **Delivery**   * Recruits and manages a caseload of services users who are accessing Turning Point community drug and alcohol treatment services, providing an individually tailored programme of person-centred advice and guidance to enable them to secure and then sustain employment outcomes. * Ensures delivery of a high quality, community-based service for your caseload that meets fidelity standards, delivers positive outcomes for service users and achieves contractual KPI’s and outcomes. * Source job opportunities for clients through tailored job search and regular contact with local employers, in line with fidelity standards to explore hidden as well as advertised employment opportunities. * Provide in work support for service users, and their employer, to ensure job sustainment |
| **Business & Service Development**   * Manage and develop relationships to both generate referrals and ensure effective delivery of all aspects of IPS service, including attending regular MDT clinical team meetings and building relationships with colleagues in clinical settings * Develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals. * Build and maintain employer relationships to support job retention, including supporting employers to implement reasonable adjustments and return to work strategies. Challenge inequalities experienced by clients and address existing discrimination, whilst ensuring a process of learning for the organisation. * Identifies opportunities * Uses internal and external data in vocational recovery field, and shares learning within team to inform service development and practice |
| **Financial & Resource Management**   * Plans for effective use of resources within service delivery * Responsible for managing project budget relating to caseload |
| **People Management & Development**   * Shares specialist skills and knowledge with others * Embeds culture and values through own behaviours and providing supportive challenge to others |
| **Internal Management**   * Embeds policy and procedure at project level * Supports delivery of business improvement priority plans within IPS service area * Supports organisational needs/development as required |
| **Other**   * Collects employment recovery stories from people accessing the IPS service * Co-produce service development with service users where possible |

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| **Person Specification** | |
| **Essential Experience**   * Experience/understanding of working with people with substance use support needs, or a similar client group within health, social services or the voluntary sector or proven experience of supporting people to obtain or keep work * Experience of working with people to identify their needs and goals * Experience of working with stakeholders * Proven experience of meeting and exceeding outcomes and targets * Experience of working with people on a one-to-one basis, offering motivation and support | **Desirable Experience**   * Proven experience of generating programme referrals * IPS delivery experience * Experience of working with employers to develop job opportunities for participants, and to support them whilst in work * Personal lived experience of recovery |
| **Essential Knowledge, Skills and Qualifications**   * Good motivational, communication and listening skills * Outstanding interpersonal skills and ability to build rapport with a range of people * Good organisational ability * 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 * High level of optimism, initiative, and effective interpersonal skills in order to engage effectively with participants, clinical teams and employers * Proactive diary management and organisational skills * Attention to detail and ability to work to a defined delivery structure * An understanding of the employment needs, and challenges faced by people who experience labour market exclusion * Developing a knowledge of a broad range of occupations and jobs   Able to use IT and tools such as MS Word, PowerPoint and Excel | **Desirable Knowledge, Skills and Qualifications**   * The ability to manage multiple tasks at once. * Knowledge of the benefits system and all disability/ employment related benefits * Trained in the IPS approach * Level 3 Diploma in Employability Services Sector Qualification * QCF in Advice & Guidance (Level 3) |
| **Values and ethos:**  Demonstrates practical understanding of organisation values and can describe how these might apply to role and how they would embed these across the organisation.  Passion for the organisation and our work.  Actively seeks learning and development. | |

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| **ADDITIONAL FACTORS** |
| * Able to work outside of normal office hours within a flexi time / time off in lieu system. * Comply with the organisation’s policies and procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Safeguarding and Environment. * This post will be subject to a basic DBS check. * We offer a guaranteed interview to applicants with a disability and Armed Forces veterans who meet the essential criteria above. |

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| **PREPARED BY:** |  |
| **PREPARED ON:** |  |