

## **Individual Placement and Support**

## **JOB DESCRIPTION**

**Job Title:** Employment Specialist - Individual Placement and Support (IPS)

**Reporting Relationship:** Reports to the EmployAbility Coordinator

**Working Relationships:** Participates as a member of the HSE Community Mental Health Team

**Location: Co Mayo-** Locatedat theHSE Community Mental Health Team in Castlebar with some requirements to attend main EmployAbility Office, Charter House, Linenhall Street, Castlebar for staff meetings

**JOB SUMMARY**

This post is full time as an Employment Specialist co-located within a Community Mental Health Team (CMHT) and EmployAbility service.

Individual Placement and Support (IPS) is an effective, evidence-based method of overcoming barriers to employment for people with mental health difficulties. The Employment Specialist will provide a recovery- focused employment support service, using an Individual Placement and Support (IPS) model, which emphasises individual’s interests, experience, skills and strengths. The Employment Specialist is integrated in the Community Mental Health service and works directly with businesses and employers to secure employment and provide ongoing support to employers and individuals to help retain employment.

**Role and responsibilities:**

* Manage a caseload of a maximum of 20 people at any one time who have experienced mental health difficulties and want to gain employment or return to work.
* Work as a member of the community mental health team to generate referrals and create collaborative working relationships with clinicians to ensure employment support is integrated into mental health support plans.
* Undertake employment assessment and career planning with participants to assess their employment goals and establish individual employment plans.
* Design proactive job development strategies as needed, including job customisation to help participants secure employment opportunities.
* Ensure participants are equal and active partners in the IPS process.
* Be proactive in working with employers to source and secure employment opportunities for participants.
* Provide information and support for employers as agreed with the individual to ensure that employment is sustained.
* Work with the employee and employer in negotiating appropriate workplace adjustments.
* Develop networks with other organisations that will help individuals to achieve their employment goals.
* Adhere to the IPS fidelity scale and provide the necessary data and information as required.
* Work as part of a national network of Employment Specialists and attend training/meetings as required.
* Participate in regular case progress and supervision meetings with line manager.
* Have the ability to work autonomously as well as flexibly as required which may require some working out of ‘normal office’ hours.
* Maintain a professional relationship with IPS participants, staff and employers with particular attention to confidentiality and the maintenance of boundaries.
* Record the progress of individuals using IPS reporting systems and keep accurate and complete records of casework with them.

**Assuring quality service**

* Work to continuously improve outcomes and quality of service.
* Participate in Fidelity Reviews and support implementation of recommendations from these reviews.
* Ensure participants and their supporters are aware of HSE and Employability’s feedback mechanism and complaints procedures and actively welcome feedback regarding the service and user experience.
* Ensure that all records are kept in accordance with relevant HSE and EmployAbility policies and procedures.

**Health & Safety**

* Adhere to Safety, Health and Welfare at Work Act (1989) policies and procedures and other relevant legislation
* Report any immediate concerns/incidents of questionable practice to the line manager or his/her designate.
* Be familiar with emergency procedures and know who to contact in an emergency.
* Ensure that, where any risk has been identified in relation to participants, that appropriate follow up action is taken with a designated person.

**Training & Professional Development**

* Participate in IPS, mandatory HSE training and any other training as required.
* Participate in regular supervision
* Participate in continuing personal and professional development
* Provide guidance for community mental health team colleagues

**Administration/Accountability**

* Complete documentation in line with programme requirements.
* Maintain data records in accordance with programme requirements.
* Ensure that all work is carried out within agreed budgets.
* Keep up to date with all other administrative tasks as directed by the line manager.
* Co-operate with external monitoring and IPS fidelity reviews and implement recommendations.
* Ensure that all information relating to participants, families, staff colleagues, employers or potential employers, is treated in a thoroughly professional manner in accordance with the principles of confidentiality, data protection legislation and Freedom of Information
* Perform any other duties that may be assigned from time to time.

**General**

* This is not an exhaustive list of duties and responsibilities, and the employment specialist may be required to undertake other duties, in discussion with their line manager.
* This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the employment specialist.
* The employment specialist is expected to comply with all relevant EmployAbility and HSE policies, procedures and guidelines, including those relating to Equal Opportunities and Confidentiality of Information/GDPR
* The employment specialist is responsible for ensuring that the work they undertake is conducted in a manner which is safe to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s).  If employment specialists consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
* The employment specialist is expected to comply with the appropriate Code(s) of Conduct associated with this post.

# PERSON SPECIFICATION

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|  | **ESSENTIAL** | **DESIRABLE** |
| **TRAINING & QUALIFICATIONS** | Leaving Certificate or equivalent standard of education **or** significant prior employment services or other relevant experience.Full & current driver’s license & InsuranceCompetent I.T. skills  | Degree or Diploma in Supported Employment, Social Studies, Adult Guidance or Business-related studies such as HRM.Trained in the IPS approach.Business, sales, marketing experience. |
| **EXPERIENCE** | Experience of working with and supporting people who have experienced mental health difficulties (or other unemployed disadvantaged groups) into employment.Experience of successfully helping people to obtain or keep education/work.Experience of professional networking  | Experience of partnership working, negotiation and liaison work with other agencies.Experience of job development.Personal experience of unemployment or mental health problems. |
| **KNOWLEDGE & SKILLS** | Knowledge of social welfare benefits and disability/employment related benefitsKnowledge of the Equality ActKnowledge of disability and special needs issues in relation to employment/ educationAn understanding of the issues of user involvement in mental health servicesAn ability to negotiate diplomatically and effectively with staff at all levels and users of mental health servicesUnderstanding of relevant disability and employment policy and legislationCuriosity or understanding of the principles and practice of IPS. | Report writing skills Knowledge of government and local funding opportunities regarding learning and employment opportunitiesCoaching and motivational interviewing skillsGood numeracy, financial and information management skills |
| **Communication/****Interpersonal Skills****Verbal/ Presentation skills/ writing skills** | Excellent PR and Marketing Skills Strong interpersonal skills and the ability to effectively communicate with a wide range of individualsExperience of working as part of a team and contributing to effective team work.Excellent negotiation skills and ability to relate to employersAbility to be innovative and be resourceful.Ability to show sensitivity towards job seekers needs, and empower them to succeed in the workplace.Ability to use independent judgment and to manage and impart confidential information. An innovative approach to reaching solutions and solving problems Excellent verbal and written communication skills and the ability to present effectively i.e. canvassing and communicating with potential employers  | Good influencing skillsMarketing skillsHave an understanding of issues relating to barriers to employment opportunities. |
| **Special requirements for this position.** | Full clean driving licence and means of transport is essential for the positionWillingness to be flexible in working hours to meet organisation/client’s needsWorking some unsocial hours may be required  |  |

**Pay & conditions**

The position is fulltime, 37 hours per week, subject to continued HSE funding. The salary for this role depends on qualifications and experience.