

Job Description and Person Specification

Job Title	Employment Specialist
Salary	£28,282 Per Annum Pro Rata
Annual Leave	26 days per year and bank holidays and statutory holidays. 1 additional day of annual leave per year for each full financial year continuously employed by DHI, up to a maximum of 31 days annual leave per year.
Pension	Contributory pension scheme, where DHI contributes 7% and the employee contributes a minimum 3% of their salary tax free.
Benefits • Flexible home-working, allowing you to work from home for part of your working week, subject to management approval. • Life Assurance Cover. • Mileage allowance of 45p per mile for using your own car for work journeys. • Cycle to Work scheme that can save you 25-39% on the cost of a bike and cycling accessories. • Deals and discounts available from DHI's membership of Blue Lightcard Card scheme. • Access to a confidential 24-hour helpline to support you through life's challenges. • Training to help you to do your job well, and a friendly and supportive workplace with a track record for promoting high performing staff.	
Hours of Work	18.5-22 hours per week and additional hours as required from time to time. Usual working hours are 9am to 5pm with occasional evenings and weekends.
Place of Work	Bath and Northeast Somerset Flexible working means you can choose to work at home for part of your working week (to be agreed with your line manager to meet service need).
Travel for Work	Required to travel across Bath and Northeast Somerset and must be willing and legally able to drive and have use of a car that is insured for business use.
Accountabilities	Accountable to: Senior Employment Specialist

Purpose	• Promote social inclusion and independence. • Work alongside people experiencing problematic alcohol or drug use using a person-centred approach to support them in achieving their goals. • Support individuals to find, secure and sustain paid employment using the Individual Placement and Support (IPS) Model of Supported Employment.
Responsibilities Core Role 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 producing 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 relevant health concerns or symptoms etc, and provide support & guidance. • 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 drug and alcohol treatment 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. Person Centred Service Delivery • Provide a welcoming reception, offering information, advice and guidance to support an individual to access the right service (DHI, DHI on-line or other). • Work in a way which enables clients and communities to access a wide range of support, so they may exit the service as early as possible and sustain positive change. • Undertake assessments and develop person centred support plans in collaboration with those requiring support. Person Centred assessments and Support Plans are tailored for and driven by the client, recognising their resources, strengths, aspirations and needs. Assessments and plans look beyond the presenting 'problem' and support clients to progress toward goals and aspirations using all available resources (e.g. clients' support network, online help, DHI and external agencies, clubs, activities and services). • Support people to move through the service using the support plan as a dynamic document for change and give feedback on progress.	

- Monitor and document the progress of individual clients, maintaining accurate, up-to-date, and confidential records that provide essential data.
- Identify, address, advocate, and escalate issues with clients as appropriate.

People and Performance

- Participate fully in regular supervision, team meetings, appraisals and learning and development activities.
- Contribute to a positive, collaborative, and person-centred culture and model DHI values in your behaviours.

Compliance

- Understand and adhere to all DHI's policies and procedures as well as good practice guidelines, legal and regulatory requirements.

Other

- This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry out the role.
- The post holder will be expected to undertake any other duties reasonably requested by their manager and commensurate with the expectations of the role.

Skills, Knowledge, Experience, and Behaviours

The most important quality to succeed in this role will be your positive attitude, resilience, and enthusiasm for the work of DHI and your team.

Essential Criteria:

Qualifications and training

- Educated to a degree level **OR** equivalent experience

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** experience working in employment services supporting people to obtain or keep work

Knowledge

- 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

It is also **essential** that you can demonstrate:

Behaviours

- Belief in and willingness to model DHI values in behaviours, as described in the Behaviour Framework.

Skills and Qualifications

- Good communication skills, written and verbal.
- Ability to plan, prioritise, and organise your own work and time.
- Good basic level of IT literacy (proficient in Word, sending emails and able to input data into systems following training).

Other

- Able and willing to travel around the geographical area covered by the service.

Desirable Criteria:

It is **desirable** that you can demonstrate:

Experience

- Previous experience of delivering a service using the IPS model is a bonus
- Personal lived experience of recovery
- Proven experience of meeting and exceeding outcomes and targets
- Working in a service sector e.g. health, social care, welfare benefits, teaching, armed forces, criminal justice etc.
- Undertaking assessments and producing support plans within a health or social care setting.

Knowledge

- Knowledge of the benefits system and all disability/ employment related benefits

Skills and Qualifications

- Trained in IPS approach
- Level 3 Diploma in Employability Services Sector Qualification
- QCF in Advice & Guidance (Level 3)
- Counselling, motivational interviewing or coaching skills or qualification.

All the above skills, knowledge, experience, and behaviours will be tested at application and interview.