

## **JOB DESCRIPTION**

### **Individual Placement & Support (IPS) Specialist (East)**

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**Purpose:** The IPS Specialist (East) will join an IPS Team working under the direction of the IPS Team Leader to deliver IPS as part of the holistic recovery plan for mental health service users.

You will be required to manage a caseload of up to 15-18 people at any time who have experienced mental health problems and who are looking for paid employment. The IPS Specialist (East) is expected to deliver the Individual Placement and Support (IPS) approach - for which training will be given. Working directly with all relevant stakeholders: the service user, Community Mental Health Team (CMHT) staff, consultant psychiatrists, partner agencies and employers - you will support the service users on your caseload to gain and retain paid employment.

**Reports To:** IPS Team Leader

**Direct Reports:** None

**Key Relationships:** The service user, CMHT (Community Mental Health Team) staff, consultant psychiatrists, psychologists, partner agencies, employers, the secondary employment team and the wider Solent Mind team.

**Location:** Havant (East EIP Team – Parkway Centre)

**Contract:** Fixed Term Contract  
(for one year from commencement of role)

**Hours:** 28 Hours Per Week

**Salary Range:** £22,829 to £24,584 Pro Rata Per Annum (SM PP 25-28)

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#### **Main Responsibilities**

- As part of this role you will draw up person specific plans that are congruent with each person's job goal and include specific steps that will be taken to meet these goals.
- The IPS Specialist will be co-located within the Adult Mental Health services and will work collaboratively with care co-ordinators EIP (Early Intervention in Psychosis) and OTs (Occupational Therapists) in order to support the client to achieve their employment goals.

- Create good employer engagement throughout the city, identify targeted employers and develop meaningful relationships with the recruitment leads within the specified employers thus enhancing the opportunities for the IPS client.
- Develop relationships with employers by learning about their business, recruitment practices, criteria etc.
- Investigate the local business community, employer networks, and the types of jobs available through attending business meetings, forums and employer contact. A substantial amount of the work will need to be done in the community (up to 65%). Currently subsidising face to face work by building virtual and digital connections with employers.
- To develop effective working relationships with a range of external agencies who might be better able to help individuals to achieve their employment goals for example, local colleges, training providers and external supported employment services.
- Utilise a solution focused approach when working with clients by recognising each person's skills/strengths, disclosure queries within the assessment & action plan.
- Assist with finding and accessing resources such as in work benefit calculations, transport routes, support needs etc.
- Working collaboratively with employment advisors, care coordinators and other professionals to formulate action plans for those clients wanting to access the IPS arm of the service.
- To maintain a professional relationship with the service users of the programme and with key internal and external stakeholders, with particular attention to confidentiality and the maintenance of boundaries.
- To provide individualised support to service users once they have returned to work to assist them in sustaining employment.
- To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- To regularly collect and promote service user employment recovery stories.

## **General**

- To uphold the aims and values of Solent Mind
- To contribute to the ongoing development of the service and to best practice
- To work within Solent Mind policies and procedures
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health
- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public

- All employees have a responsibility to prevent abuse and neglect and report concerns
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current Data Protection legislation and Security and Confidentiality Policies
- Undertake not to abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties

**This list is non exhaustive and other duties may be required to be undertaken to meet the needs of Solent Mind**

## PERSON SPECIFICATION

### Individual Placement & Support (IPS) Specialist (East)

Requirement	Essential Or Desirable
<p><b>Qualifications / Education / Training:</b></p> <p>Educated to a degree level or equivalent experience</p> <p>Qualified to level 3 IAG standard or relevant experience</p> <p>Good standard of education - GCSE - English &amp; Maths or equivalent</p>	<p>Desirable</p> <p>Essential</p> <p>Essential</p>
<p><b>Experience:</b></p> <p>Minimum 1 years' experience of working in supported employment services OR Minimum 1 years' experience of working with people with mental health conditions</p> <p>Good understanding of the principles and practice of supported employment</p> <p>Knowledge of disability and special needs issues, policies and legislation in relation to employment</p> <p>Knowledge and understanding of the Individual Placement and Support principles and approach</p> <p>Knowledge of employment law and the Equality Act 2010</p> <p>Knowledge of and commitment to relevant policies, procedures and standards e.g. Health &amp; Safety, Confidentiality (Data Protection), Equality &amp; Diversity and Sustainable Development</p> <p>Good understanding of benefits and back to work calculations</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p><b>Knowledge/Skills/Competencies:</b></p> <p>Understanding of the support needs of people with severe and enduring mental health problems in returning to/retaining mainstream employment</p> <p>Strong needs assessment and action planning skills</p> <p>Excellent interpersonal &amp; communication skills (face to face, by telephone and in writing)</p> <p>Confident presenting to employers, teams of health professionals and other community groups</p> <p>Good organisational and prioritisation skills</p> <p>Able to use IT and tools such as MS Word, Power Point and Excel</p> <p>An understanding of Systm1 and any other customer relations management systems</p> <p>Good problem solving skills</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>

Requirement	Essential Or Desirable
<p><b>Other:</b></p> <p>Commitment to Solent Mind's values</p> <p>Commitment to Solent Mind's Equal Opportunities and Diversity policies</p> <p>Willingness to undergo a relevant DBS Check if required</p> <p>Flexibility with working hours to include working occasional evenings and weekends when required</p> <p>Flexibility to travel within the region</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

**Date job originated: 12 November 2019**  
**Date job reviewed: 27 October 2020**  
**Reviewing Manager: Dan Warren-Holland**



## **DBS NOTE TO APPLICANTS**

### **Disclosure & Barring Service And Recruitment Of New Staff**

Solent Mind has registered with the Disclosure & Barring Service (DBS), previously known as CRB, in order to make safe, well informed recruitment decisions. We are ensuring that all our relevant policies meet legal and best practice requirements.

We have assessed the post of:-

### **INDIVIDUAL PLACEMENT & SUPPORT (IPS) SPECIALIST (East)**

As requiring an:-

**Enhanced & Barred** level of disclosure.

All convictions, including convictions which would otherwise be "spent" under the Rehabilitation of Offenders Act 1974, must be disclosed for the purposes of this job application.

Solent Mind will determine the relevance of any convictions to the post applied for in line with guidance from the DBS.

Any applicant who is offered employment will be subject to a DBS check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. Applicants will have the opportunity to discuss any disclosure information before a final decision is made as part of the post interview process.