

JOB DESCRIPTION

Individual Placement & Support (IPS) Team Leader

Purpose:	<p>As the IPS Team Leader you will work within the fidelity model of the IPS model. The IPS Team Leader will work with all those clients that are engaging with secondary mental health services, as well as identify employers that can support the Service User engaging with the IPS employment service. Competitive employment is the primary goal.</p> <p>The IPS Team Leader will work closely with the EIP (Early Intervention in Psychosis Teams), ensuring that all those Service Users under the EIP team wishing to seek employment are receiving a service.</p>
Reports To:	Head Of Services - Portsmouth Support & Recovery
Direct Reports:	IPS Specialists
Key Relationships:	Care Co-ordinators, EIP and other mental health professionals, Employers and Employment Advisors
Location:	Hampshire (3 sites) (plus some home working)
Contract:	Fixed Term Contract (for one year from commencement of role)
Hours:	30 Hours Per Week
Salary Range:	£25,200 to £27,138 Pro Rata Per Annum (SM PP 29-32)

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 Team Leader will be co-located within the AMH services and will work collaboratively with EIP Teams in order to support the client to achieve their goal of employment
- Lead on the employer engagement throughout the region, 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%)
- 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 Co-ordinators and other professionals to formulate action plans for those clients wanting to access the IPS arm of the service
- To lead on the implementation and understanding of the IPS model whilst working collaboratively with Care Co-ordinators in order to embed the IPS model within the AMH and EIP as well as ensuring that the fidelity model is recognised within individual care plans
- Leading on the training and development of the IPS model to ensure that IPS is fully understood and signed up to by the referring bodies as well as other services throughout Solent Mind and city wide
- Identify and lead on the training requirements of the fellow IPS workers

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) Team Leader

Requirement	Essential Or Desirable
<p>Qualifications / Education / Training:</p> <p>Qualified to level 3 IAG standard or relevant experience</p> <p>Good standard of education - GCSE - English & Maths or equivalent</p>	<p>Essential</p> <p>Essential</p>
<p>Experience:</p> <p>Experience of delivering advice and support services to both groups and individuals</p> <p>Experience of supporting people with mental health needs into employment</p> <p>Experience of working effectively with clinical teams</p> <p>Experience of supervising staff</p> <p>Knowledge and understanding of the Individual Placement and Support (IPS) Model</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 & Safety, Confidentiality (Data Protection), Equality & 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>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p>Knowledge/Skills/Competencies:</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 & 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>Excellent in record keeping, administration</p> <p>Excellent IT skills</p> <p>An understanding of SystemOne and any other customer relations management systems</p> <p>Ability to lead on a model autonomously, whilst remaining part of a wider team</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>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>

Requirement	Essential Or Desirable
<p>Other:</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>Ability to travel within geographical work area</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Date job originated: 14 September 20
Date job reviewed: 14 September 20
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)

TEAM LEADER

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.