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| **Job Title** | IPS Employment Specialist  |
| **Function**  | Employment support  |
| **Department/Team** | Bristol Young people service  |
| **Reports to** | IPS Team Leader  |
| **Direct Reports** | None  |
| **Dimensions (budget, people span of control)** | Caseload of 20 clients |
| **DBS Check Level Required** | Adult and Children Enhanced |
| **Grade/Job Evaluation Level** | Grade C  |
| **Salary Banding** | £25,932 - £27,297  |
| **Created/Reviewed date** | July 2025 |

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| **You will be working for** (Description of Waythrough and specifics of Service/Function/Office) |
| Waythrough launched in October 2024 following the merger of Humankind and Richmond Fellowship (RF). Aquarius supports people in the Midlands affected by substance use or gambling. It was a subsidiary of Richmond Fellowship and is now a subsidiary of Waythrough.We are specialists in mental health, alcohol, drugs and related areas. We provide high quality, evidence-based services, which are designed around the needs of the people we support. Our vision is to break down the barriers that stop people getting the support they need to live a life they value.Our values underpin everything we do – from how we work together through to how we design and deliver services. All our work to fulfil this vision is strengthened by our values.* **Kindness:**be generous, caring and compassionate.
* **Courage:**be bold, trust, commit.
* **Respect:**everyone deserves dignity.

PS (**Individual Placement and Support**) supports people with severe mental health difficulties into employment. It involves intensive, individual support, a rapid job search followed by placement in paid employment, and time-unlimited in-work support for both the employee and the employer.**Core accountabilities:** * Working to a high fidelity IPS and promoting employment opportunities as a positive intervention in a client’s recovery.
* Meeting with clients in community settings to develop an individual client profile to assist with career choice and planning including job search, CV preparation, interview techniques and career development.
* To provide support with benefits / welfare advice, disclosure of mental / physical health issues etc
* To actively engage with local Employers to explore hidden as well as advertised employment opportunities, and to identify potential client candidates for opportunities in the competitive marketplace.
* Provide ongoing in-work support for clients (and employers where needed) to help to sustain employment once this has commenced.
* Arrange regular meetings with clients to monitor and review progress pre and post-employment.

 **Administration*** Using IPS Fidelity paperwork - to ensure that all caseload management files are completed within agreed timescales ensuring key support targets are met.
* Using IPS Fidelity systems (Excel equivalent spreadsheets) - to produce routine management data, written / verbal reports and case-noting and as required.
* Using RiO database within clinical teams to update case-notes and feedback to clinicians on client progress.
* To maintain Outlook Calendars to agreed format to enable necessary time-tracking.

**Supervision/Meetings/Development*** Establish and maintain positive relationships with clinical teams, employers, Job Centre Plus and other service providers.
* Build and maintain employer relationships and maintain employer engagement database.
* Attend weekly Group Supervision meetings and provide verbal reports on client caseload and employer engagement activity.
* Attend weekly Clinical Team Meetings as an embedded IPS practitioner with a designated team (when required)
* Attend monthly 1:1 supervision with Team Leader accepting regular support and supervision as part of developing your individual practice.

**General Accountabilities*** By exception, to work flexible hours as required on behalf of clients (job search / in-work).
* To work within Waythrough’s own policies and procedures as well as IPS good practice.
* Ensure that RF Health & Safety provision is always adhered to including appropriate use of lone-working system.
* Adhere to and always promote Equal Opportunities policy.
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| **Purpose of the Role** |
| Support people with Mental Health issues to find and sustain paid employment.  |

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| **Key Accountabilities** (List of accountabilities specific to this role) |
| To assist clients in sourcing appropriate competitive paid employment opportunities in line with client preferences through building positive relationships with local organisations / employers and providing person-centred advice and guidance to clients to enable them to move into suitable and sustainable work. To maintain positive and integrated working relationships with CMHT teams, fostering a holistic approach to recovery through employment. |

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| **General Accountabilities** (List of accountabilities applicable to all roles) |
| This job description is non exhaustive, and we reserve the right to amend and review as appropriate.  |

**Person Specification**

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| **Qualifications** | **Essential or Desirable** |
| QCF in Advice & Guidance (Level 3) | Desirable  |
| Higher Education Qualifications – A-level/equivalent or above | Essential  |

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| **Skills**  | **Essential or Desirable** |
| Ability to show initiative in developing and promoting theservice | Essential  |
| Good interpersonal skills | Essential |
| Good motivational, communication and listening skills | Essential |
| Good organisational ability  | Essential |
| Experience of running/facilitating small groups | Essential |
| Experiencing of networking/liaising with employers | Essential |

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| **Experience**  | **Essential or Desirable** |
| Experience of working to integrate disadvantaged or disabled people into the labour market.. | Essential  |
| Experience of working in business/industry and/or education | Desirable  |
| Experience and competence in computer record keeping/database - self-sufficient in admin | Essential  |
| Experience / Understanding of working with people with mental health problems in either a paid or unpaid capacity | Desirable  |
| Experience/ good understanding of the IPS model and Fidelity | Desirable  |
| Empathy with the needs of those experiencing mental health problems | Essential |
| Ability to travel in the local area with own transport. | Essential |
| Outcome, solution and task focused | Essential |
| Ability to motivate and engage and good interpersonal skills  | Essential |