

**Individual Placement and Support (IPS) Specialist**

The HSE CHO 7 Community Mental Health Services and National Forensic Mental Health Services, in collaboration with South Dublin County Partnership is developing an Individual Placement and Support (IPS) service in the (South) Dublin area to support people who use community mental health services into paid employment. The position is for a contract period until 31 December 2021.

**Position Summary**

As the employment specialist you will be required to proactively manage a caseload of people who have experienced mental health problems with securing and sustaining competitive employment. The post-holder is expected to deliver the *Individual Placement and Support* approach - evidence based model of vocational rehabilitation for people with mental health problems. The IPS specialist will be working directly with all relevant stakeholders: Community Mental Health Team (CMHT) staff, families, employers and Occupational Health Specialists to enable service users to gain and retain employment.

**Applications:**

Please submit a C.V. and cover letter detailing your suitability for the role to:

*Administration & Operations Department, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12.* Envelope must be clearly marked ‘**IPS Specialist**

Closing date for receipt of applications: **5pm, 1 December 2020**

**South Dublin County Partnership is an Equal Opportunity Employer.**

**The post is subject to Garda vetting.**

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**Individual Placement and Support (IPS) Specialist**

***Job description***

**Background**

Individual Placement and Support (IPS) is the most effective method of overcoming barriers to employment for people with severe and enduring mental health difficulties. Developed in the US and replicated and successfully demonstrated in several other countries,

Role and responsibilities include:

* To manage a caseload of a maximum of 20 people attending the community mental health team and who are currently off work / unemployed and who wish to return to work
* To be integrated with the CMHT and South Dublin County Partnership Employment Services Team, in providing the Individual Placement and Support Service
* To participate in the community mental health team work practices to co-ordinate and integrate employment support into health care treatment. This includes: understanding what each community mental health team member can contribute to supporting a person into securing and sustaining employment
* To prepare individuals for a return to work through assessing each person’s individual employment needs through vocational profiling/assessment
* To proactively undertake job development to secure employment opportunities for participant
* To proactively engage and work with employers to retain employment opportunities for participants.
* To 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.
* To provide individualised, support to individuals once they have returned to work to assist them in sustaining employment
* To utilise a range of social Media platforms and Telehealth capacities to reach and engage with stakeholders
* To be adaptable and flexible in engaging participants
* To assess individuals support needs related to work which might typically include help with benefits, travel to work, graded return to work, adjustments at work etc.
* To have the ability to work autonomously as well as flexibly as required which may require some working out of ‘normal office’ hours
* To maintain a professional relationship with the clients of the programme and with other staff, with particular attention to confidentiality and the maintenance of boundaries
* To support administrative systems which record the progress of individuals, and keep accurate and complete records of casework with them
* To ensure the person receives benefits counseling if required.

**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 South Dublin County Partnership’s feedback mechanism and complaints procedures and actively welcome feedback regarding the service and user experience of same
* Ensure that all records are kept in accordance with relevant HSE and South Dublin County Partnership 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

**Training & Professional Development**

* Participate in supervision
* Participate in continuing personal and professional development
* Participate in IPS and any other training as required
* Provide guidance and education 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 South Dublin County Partnership 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** | * Relevant third level qualification **or** significant prior employment services experience.
* Full & current driver’s license
 | * Degree or Diploma in Supported Employment, Social Studies ,Adult Guidance or Business related studies such as HRM
* Trained in the IPS approach..
* Business experience.
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| **EXPERIENCE** | * Experience of working with and supporting people who have experienced mental health problems (or other unemployed disadvantaged groups) into and in employment within health, social services or the voluntary sector
* Experience of successfully helping people to obtain or keep education/work
 | * Experience of partnership working, negotiation and liaison work with other agencies
* Experience of job development
* Personal experience of unemployment or mental health problems.
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| **KNOWLEDGE & SKILLS** | * Knowledge of welfare benefits and disability/employment related benefits
* Knowledge of the Equality Act
* Knowledge of disability and special needs issues in relation to employment/ education
* An understanding of the issues of user involvement in mental health services
* An ability to negotiate diplomatically and effectively with staff at all levels and users of mental health services
* Understanding of relevant disability and employment policy and legislation
* A good understanding of the principles and practice of IPS.
 | * Report writing skills
* Knowledge of government and local funding opportunities regarding learning and employment opportunities
* Knowledge of Employment law
* Basic coaching skills
* Good numeracy, financial and information management skills
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| **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 individuals
* Excellent negotiation skills and ability to relate to employers
* Ability 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
* Proven strong social media skills and telehealth capacities
* Excellent verbal and written
* communication skills and the ability to present effectively i.e. canvassing potential employers
 | * Good influencing skills
* Marketing skills
* Have an understanding of issues relating to barriers to employment opportunities
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| **Special requirements for this position.** | * Full clean driving licence and means of transport is essential for the position
* Willingness to be flexible in working hours to meet organisation/client’s needs
* Working some unsocial hours may be required
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**Pay & conditions**

The position is for a contract period until 31 December 2021. The salary for this role depends on qualifications and experience.