



**Job Title:** Employment Specialist

**Reports to:** Senior Employment Specialist

**Salary:** £26,000 - £30,000

**Location:** Tower Hamlets

### Job Description

#### **Job Purpose**

As a **Employment Specialist** you work on the Individual Placement & Support programme (IPS) in the borough of Tower Hamlets providing bespoke support to individuals seeking employment and training whilst they continue to be involved in drug & alcohol treatment services.

A key part of this role will be building strong employer partnerships and drive relationships with the local authority and partner services. As part of a small team within Bounce Back you will also be working alongside participant key workers and clinical staff to ensure the individuals you are supporting have the full wrap around support to access training and employment opportunities available to them.

#### **Core Responsibilities**

- To work with participant keyworkers and clinical staff; through case conferencing, to ensure that participants receive appropriate support from everyone involved in their care during the return to work process
- Managing a caseload of 25+/- people in drug and alcohol treatment services who wish to return to, or start, paid employment. Participants will be worked with for up to 9 months, plus up to 4 months of in-work support, as specified in the IPS-AD trial protocol.
- Building effective working relationships with local employers, training providers and colleges to secure employment and education opportunities for people in community treatment for substance misuse, including ensuring the service is focused on accessing the 'hidden' labour market
- Providing job development and job search activities directed toward positions that are individualised to the interests and uniqueness of the participant, following the evidence-based principles and procedures of IPS supported employment.
- Undertake appropriate risk assessments with all candidates escalating any safeguarding concerns to senior management
- Actively promote training and employment opportunities available to candidates, matching them to training and jobs within the Bounce Back network
- Providing on going support according to both the employee's and employer's needs to enable people who have experienced dependency on drugs and/or alcohol to retain employment once secured
- Ensuring that people on work experience placements and those job seeking are provided with help and advice to apply for posts in open employment, and advised about accessing in-work welfare benefits as appropriate
- Promoting employment opportunities within clinical teams, and raising expectations around the ability of participants to attain paid work

- Through 121's and group workshops work with candidates to improve their general employability skills. This will include working with them on CV's, interview preparation and supporting them to build healthy work relationships through effective communication skills
- Carry out regular participant care calls as part of in-work sustainability checks, acting as a trouble shooter and mitigating any potential risks
- To promote active participation in evaluation and monitoring activities
- Ensure that all records are up to date, accurate and meet all GDPR requirements
- Act as an ambassador for Bounce Back at external networking events
- To work flexibly on occasion as required by participants and employers, which may require some working out of normal office hours

### **Personal Specification**

#### **Knowledge and Skills**

- Extensive experience of working within Recruitment, Careers Coaching or other relevant Information Advice and Guidance positions ideally with participants who have had substance misuse issues
- Extensive experience of either managing key accounts or individual business development with a wide range of companies
- Experience of working towards team and individual KPIs
- Knowledge of a range of industries and comprehensive employer networks
- Knowledge of the issues and challenges related to addictions and employment
- A clear understanding of the rewards and challenges of working in partnership with community clinical teams, job centres and regional and central government
- Experience in delivering employability training either 121 or groups
- A working knowledge of safeguarding and risk management procedures
- Excellent written and verbal communication skills
- Strong IT skills, including proven experience of using and maintaining a database

#### **Personal Qualities**

- Committed to Bounce Back's belief that everyone has the ability to change and deserves an opportunity to do so
- Authentic, empathetic communicator with a high level of emotional intelligence
- A charismatic and confident communicator with the ability to influence change
- Passionate and proactive people person who actively contributes within a team
- Thrives under pressure and adaptable to the demands of a changing environment
- A highly organised individual with a sense of urgency in meeting deadlines

This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in with your post and the team's needs. Job descriptions are reviewed frequently and may be amended at any time in accordance with the needs of Bounce Back