

Job Title: IPS Employment Specialist

Reports to: Senior Employment Specialist

Salary: £32,000 - £35,000

Contract: Fixed term – 31st March 2027

Location: Tower Hamlets

Job Description

Job Purpose

As an **IPS Employment Specialist** based in Tower Hamlets you will provide tailored individualised support to clients in structured treatment for substance use that enables them to access paid employment.

A key part of this role will be to drive relationships with clinical teams, employers and partner services to ensure the individuals supported have the full wrap around support to access training and employment opportunities available.

Core Responsibilities

- Manage a caseload of 25 clients 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
- Undertake appropriate risk assessments with all clients escalating any safeguarding concerns to senior management
- To work with clients' keyworkers and clinical staff; through case conferencing, to ensure that clients receive appropriate support from everyone involved in their care during the return-to-work process
- Building effective working relationships with local employers to ensure supported placements for clients and increase retention
- Providing job development and job search activities directed toward positions that are individualised to the interests and uniqueness of the client, following the evidence-based principles and procedures of IPS supported employment.
- Complete all necessary IPS Grow training, as directed by Office for Health Improvement and Disparities (OHID)
- Ensuring that client 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 clients to attain paid work
- Carry out regular client 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 clients and employers, which may require some working out of normal office hours

Personal Specification

Knowledge and Skills

- Experience of working within Recruitment, Careers Coaching or other relevant Information Advice and Guidance positions ideally with participants who have had complex needs or barriers to employment
- 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
- 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