

DLDC - Job Description

Job Title:	Employment Specialist - Individual Placement & Support (IPS)
Reporting To:	Learning, Employability and Enterprise (L.E.E.) Manager – DLDC, working under the direction of the HSE Service Co-ordinator.
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	The Employment Specialist will provide a recovery- focused Supported Employment service to people linked with mental health services. The Employment Specialist will use an Individual Placement and Support (IPS) model, which emphasises individual's interests, experience, skills and strengths.
SALARY:	€38,000 per annum
Conditions of Work:	<ul style="list-style-type: none"> • The Employment Specialist will be required to work 35 hours a week • A probationary period of at least six months will apply. • This is a Fixed Term contract until 30/06/2022, and may cease/continue after this date, dependent on funding. • Main base will be DLDC Letterkenny and the Donegal Community Mental Health Multi-Disciplinary Team (MDT).
Main Duties	
<ol style="list-style-type: none"> 1. To manage a caseload of up to 20 service users at any one time who are currently out of work / seeking employment, receiving specialist mental health services and who wish to return to work. 2. To adhere to DLDC and IPS administrative, data capture and policy protocols which record the progress of individuals, and to keep accurate and complete records of casework. 3. To ensure that all relevant DLDC and IPS policies are implemented such as information governance, disclosure agreements, safeguarding etc. 4. To regularly report to IPS Supervisor/Service Coordinator. 5. Focus on rapid job search with the service user. 6. Meet and exceed Fidelity Scale job outcome targets for clients 7. Build relationships with clinical teams to generate referrals and create a collaborative working partnerships with NHS clinicians where employment support is integrated into mental health treatment. 8. To prepare individuals for a return to work by supporting service users to understand their skills, aspirations and goals through vocational profiling and action planning. 9. To maintain a professional relationship with the service users of the programme and with key internal and external stakeholders including DEASP, with particular attention to confidentiality and the maintenance of boundaries. 10. Spend time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences. 11. Build a multi-disciplinary approach to the return to work. For example, involve clinical staff (where relevant) in managing symptoms at work, medication reviews and supporting rehabilitation needs e.g. social skill development, budgeting, travel training etc. 12. Source job opportunities for service users through tailored job search and regular contact with employers. 13. When placing service users with employers, ensure that the quality of work environments is explored, including potential for workplace adjustments that will accommodate individual strengths, skills symptoms and coping skills. 14. 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. 15. To provide individualised support to service users once they have returned to work to assist them in sustaining employment. 16. Work with external agencies to maximise use of both internal and external resources in the delivery of vocational support services 17. Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation 18. To undertake mandatory training as required including training in the IPS approach 19. To actively participate in own continuous professional development 20. To regularly collect and promote service user employment recovery stories. 	

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Core Competencies		Essential
1	Experience	<p>Minimum 2 years' experience of working in Supported Employment/ HR / Social Care/Business/Health</p> <p>Or</p> <p>Minimum 2 years' experience of working with people with mental health problems or a similar service user group</p>
2	Knowledge	<ul style="list-style-type: none"> • Knowledge of disability and special needs issues, policies and legislation in relation to employment • Good understanding of the principles and practice of supported employment • Excellent written and verbal communication skills, tailored to a variety of audiences.
3	Interpersonal & Liaison Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, tailored to a variety of audiences. • Ability to build relationships network with employers and businesses • Conscientious and professional • Excellent Interpersonal skills and boundary management abilities. • Team oriented, able to take direction and work to DLDC company standards and procedures. • Can effectively manage time to meet deadlines while maintaining high standards
3	Personal Skills	<ul style="list-style-type: none"> • Excellent coaching and active listening skills, ability to ask perceptive questions that tease out important information through mentoring and coaching • Abilities to persuade and negotiate in a constructive and appropriate manner • Original and astute thinking that leads to decisive action • Able to work independently and use initiative to think quickly on the spot in different, and often challenging, situations • Creative problem solving to tackle obstacles that arise and fulfil requirements of the role in innovative ways to deliver greater impact • Organisation • Can effectively manage time to meet deadlines while maintaining high standards • Manage a variety of relationships and stakeholders • Manage competing demands with project management tools and techniques • Maintain effective and organised administration systems
4	Personal Qualities – (Assessed at Interview)	<ul style="list-style-type: none"> • People-orientated, Non-judgemental and trustworthy • Capability to be warm and empathetic whilst respecting professional boundaries • Passion and drive to make a positive difference to people's lives • Belief that people with mental illness can gain and sustain meaningful work • Able to model a strengths-based recovery model • Instil hope and empower others to own their experience and choices • Persistence and perseverance • Resilient and tenacious to not give up despite setbacks and frustrations • Responds positively to failure and is able to translate it into a valuable learning experience • Thick-skinned and don't take rejection or negative experiences personally • Emotional intelligence

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		<ul style="list-style-type: none"> • Ability to self-reflect and understand own reactions and flex accordingly to any situation • Patient and empathetic to others' situations without imposing own experiences or beliefs onto others • Conscientious and professional. • Reliably deliver excellent results and go the extra mile for service users and employer • Commitment to learning • Self-aware of personal strengths and weaknesses and actively invest in personal and professional development
5	Communication	<ul style="list-style-type: none"> • You will have experience of forming good working relationships with organisations and communities, combined with excellent communication and listening skills. • You will be confidential by nature with excellent verbal and written abilities.
6	'Other'	<ul style="list-style-type: none"> • Full and current driving licence. • Flexibility to travel. • Flexibility to work outside of 'normal' office hours, if required.
<p>Desirable</p> <ul style="list-style-type: none"> • Trained in IPS approach and knowledge of IPs Principles/Approach. • Level 3 Diploma in Employability Services Sector Qualification • Mental First Aid Qualification • Working knowledge of Irish Social Welfare system. • Negotiation and liaison work with other agencies • Experience of opening up job opportunities with a range of employers • Experience of partnership working. • Knowledge of employment law. 		
<p>DLDC reserve the right to enhance criteria, dependant on response to the advertisement. A panel may be formed from this recruitment process.</p>		

HR/Operations Manager (DLDC CLG)
26.08.21