



Employment Specialist

Individual Placement and Support (IPS)

2 Year Fixed Term Contract

County Kildare Leader Partnership's (CKLP) mission is to facilitate individuals and communities to participate fully in social, economic, and cultural activity by supporting a vibrant and inclusive society in Co. Kildare. It works to promote social cohesion, active citizenship, and labour market participation throughout the county with a special focus on those who are most excluded.

We offer a range of integrated activities in Community Development, Lifelong Learning, Enterprise and Employment and Health and Wellbeing.

Job description

Background

CKLP are looking to recruit **2 Employment Specialists**, one covering the north of the county and the second covering the centre of the county. Both positions will be based in our offices in the Kildare Community Development Centre, Meadow Road, Kildare Town.

The Employment Specialist (IPS) will work directly with employers to secure employment opportunities for jobseekers who have experienced mental health problems using an IPS model which emphasises individuals' interest, experience, skills, and strengths. IPS training will be provided to the successful candidate.

Key Responsibilities

- Manage a caseload of a maximum of 20 people at any one time who have experienced mental health problems and wish to gain or return to work.
- Work as a member of the CKLP's Health and Wellbeing team to build a multidisciplinary approach to the return to work.
- To prepare individuals for a return to work through assessing each person's individual employment needs through vocational profiling/assessment and through goal setting and action planning.
- Focus on rapid tailored job search with the service user and be knowledgeable of the labour market.
- Be proactive in working with employers to source and secure employment opportunities for service users and in providing relevant information to employers while negotiating appropriate adjustments to support and sustain employment.
- Develop networks with other organisations and government departments that will help individuals to achieve their employment goals, provide tailored support to individuals who have secured

employment to assist them in sustaining that employment, establish the effectiveness of the IPS approach and provide the necessary data and information as required.

- To provide individualized support to individuals once they have returned to work to assist them in sustaining employment.
- Establish a rapport with the client and develop a positive working relationship.
- Act as an advocate for the client where as.
- Adhere to IPS administrative, data capture and policy protocols which record the progress of individuals, and to keep accurate and complete records of casework.
- To meet and exceed the Fidelity Scale job outcome targets for individuals.
- Participate in Fidelity reviews and support implementation of recommendations from these reviews.
- Work as part of a national network of Employment Specialists and attend training / meetings as required, support the realization of annual operating targets in respect of employment outcome.
- Participate in supervision, continuing personal and professional development, IPS and any other training as required. Provide guidance and education for community mental health team colleagues.
- Participate in mandatory IPS training and other personal and professional as required.

General

- The employment specialist is expected to comply with all relevant County Kildare Leader Partnership and HSE policies, procedures, and guidelines, including the principles of confidentiality, data protection legislation and Freedom of Information.
 - Utilize agreed IT systems to manage IPS Programme data and reporting.
 - The employment specialist is responsible for ensuring that the work that they undertake is conducted in a manner which is safe for themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by the 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.
- 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 coordinator. 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.*

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
TRAINING & QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant third level qualification 	<ul style="list-style-type: none"> • Degree or Diploma in Supported Employment, Social Studies, Adult Guidance or Business-related studies such as HRM • Business experience. • Mental Health First Aid training

EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 3 years' experience working in a Business/HR/Social Care/Supported Employment related environment • Track record of successfully helping people to obtain or keep education/work. • Experience of employer related work • Proven ability to achieve targets and to monitor and evaluate work practices 	<ul style="list-style-type: none"> • Minimum of 2 years' 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 opening up job opportunities with a range of employers • Experience of partnership working negotiation and liaison work with other agencies
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Knowledge of interpretation of welfare benefits and disability/employment related benefits • Knowledge of disability and special needs issues, policies, and legislation 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 	<ul style="list-style-type: none"> • Knowledge of government and local funding regarding learning and employment opportunities • Knowledge of Employment law • Knowledge of IPS principles and approach • Good numeracy, financial and information management skills.
Communication/ Interpersonal Skills	<ul style="list-style-type: none"> • Strong coaching and active listening skills • Strong people skills and the ability to network with a wide range of individuals. • Ability to manage personal boundaries. • Excellent verbal and written communication skills and the ability to present effectively i.e., canvassing potential employers. • 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. • Computer Literacy • Respond positively to challenges and translate it into valuable learning experience 	<ul style="list-style-type: none"> • Good influencing skills • Good PR and Marketing Skills

Special requirements for this position.

- Full clean driving licence and means of transport are required for essential for the position.
- Willingness to be flexible in working hours to meet organisation/client's needs.
- Working some unsocial hours may be required.

Remuneration Package & Benefits:

The salary for this position will be based on the successful individual's qualifications and experience.

- Training and development support
- 35 Hour per week (full time)

- Employee Assistance Programme (EAP)

Application Process:

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send a cover letter and up-to-date detailed CV to liz@countykildarelp.ie – subject box to be marked **Employment Specialist Individual Placement and Support (IPS)**

Closing date for receipt of applications: **5pm, 5th April 2024**

Note no late applications will be accepted.

County Kildare Leader Partnership is an Equal Opportunities Employer and welcomes applicants from a diversity of backgrounds.