

# Advanced Recovery Practitioner (Employment Specialist) Role Profile

*Delivering high-quality person-centered employment support*



## WHAT I AM ACCOUNTABLE FOR:

- Manage a designated caseload of no more than 25 individuals delivering high quality, evidence-based support in line with the IPS model;
- Supporting individuals to prepare for, secure and sustain paid employment aligned with their preferences, strengths and goals;
- Proactively approaching employers, building effective and positive relationships, sourcing vacancies, negotiating reasonable adjustments, and creating opportunities for the People We Support;
- Working collaboratively with clinical teams, recovery workers, peer mentors and external partners to ensure employment is fully integrated into treatment and recovery planning
- Ensuring all activity is delivered in line with IPS fidelity standards, Turning Point policies, commissioner expectations, and safeguarding requirements;
- Participate in clinical meetings and complex case meeting and be confident and competent at presenting cases orally and through written reports;
- Achieving agreed performance indicators, including IPS referrals, job starts, employer engagement activity, and sustained employment outcomes;
- Following all required processes to ensure the health, safety and wellbeing of the People We Support, including accurate recording of data, adherence to consent processes, and timely completion of all safeguarding actions.

## HOW I OPERATE:

### Values Led Leadership

- Maintain a compassionate, can-do approach that supports making a difference in people's lives;
- Maintain a high-level belief in our service user's capacity to change and model a non-judgemental approach;
- Promote a culture of continual improvement through taking part in reflective practice, learning and effective teamwork;
- Instil confidence in all partners/stakeholders by presenting a professional image;
- Demonstrate professional curiosity in work with service users.

## WHAT I NEED:

### Essential:

- Previous experience of working in employment support, or Health & Social Care (including caseload management);
- An understanding of the IPS model and fidelity standards
- Ability to confidently approach employers, build relationships and promote inclusive recruitment;
- Understanding of risk and risk management, as it applies to substance misuse, complexity & employment;
- Ability to work under pressure;
- Strong communication skills (written & verbal);
- Ability to travel across Bristol as required

### Desirable:

- Experience of delivering employment support or relevant transferable skills/experience (e.g. recruitment)
- Familiar with Bristol labour market/employers
- Relevant qualification (e.g. Health and Social Care, Social Work, psychology degree).

### Skills\Knowledge

# Advanced Recovery Practitioner (Employment Specialist) Role Expectations



## PEOPLE:

- Working as part of a team with colleagues including providing cover for planned and unplanned absences;
- Actively participate in multi-disciplinary team meetings and other service meetings;
- Thorough and timely communication with colleagues, partner agencies & employers;
- Work collaboratively with clinical and recovery staff to ensure employment is fully integrated into each person's treatment and care plan;
- Deputising for Team Leader during planned and unplanned absences;
- Acting as a subject matter expert for colleagues in relation to employment and offering support and advice through training, development sessions, coaching/mentoring;
- Maintain professional boundaries while offering consistent, dependable support
- Build positive, trusting relationships with each individual, using motivational conversations to help them progress toward work
- Support People clients to develop confidence, skills and readiness for employment through practical, strengths-based guidance.

## PROCESS:

- Manage a caseload of clients, providing regular, structured employment support tailored to their goals and preferences;
- Deliver IPS employment support in line with fidelity standards, including rapid engagement, quick job search and individualised job development;
- Proactively engage employers through cold-calling, site visits, networking and relationship building to create suitable vacancies;
- Supporting clients with CVs, applications, interview practice, workplace adjustments and understanding the demands of different roles;
- Provide ongoing in-work support to help individuals sustain employment, maintaining appropriate contact with employers as appropriate;
- Record all activity accurately on the relevant systems (e.g. case notes, IPS trackers, consent documents) in line with IPS and Turning Point requirements
- Supporting service users to access clinical/treatment interventions where required and recovery support;
- Contribute to the preparation of internal and external IPS fidelity reviews, audits and quality assurance activity
- Promote the IPS service positively to colleagues, clients & employers, supporting communication and marketing activity where required
- Respond to concerns (e.g. safeguarding), complaints or welfare issues in line with organisational policies.