

Employment Specialist Person Specification

	Essential/Desirable Criteria
Qualifications & Experience	
Educated to degree level or equivalent experience	Essential
Have experience/understanding of working with people with substance use support needs and/or offending history, or a similar client group within health, social services or the voluntary sector, or experience working in employment services supporting people to obtain or keep work.	Essential
Trained in IPS approach	Desirable
Hold a level 3 Diploma in Employability Services sector qualification	Desirable
Hold Qualifications and Credit Framework (QCF) in Advice and Guidance (Level 3)	Desirable
Experience of working with someone on a one-to-one basis	Essential
Experience of managing multiple tasks at any one time	Essential
Experience of working assertively to influence decision makers	Essential
Personal live experience of recovery	Desirable
Previous experience of delivering a service using the IPS model	Desirable
Proven experience of meeting and exceeding outcomes and targets	Desirable
Skills, Knowledge and Abilities	
An understanding of the employment needs, and challenges faced by people who experience labour market exclusion	Essential
Developing a knowledge of a broad range of occupations and jobs	Essential
Able to use IT and tools such as MS Word, PowerPoint and Excel	Essential
Knowledge of the benefits system and all disability/employment related benefits	Desirable
Good motivational, communication and listening skills	Essential
Outstanding interpersonal skills and ability to build rapport with a range of people	Essential
Good organisational ability	Essential
Natural ability to build close, trusting and productive relationships with people	Essential
Team orientated and works collaboratively within a mixed-disciplinary team	Essential
Ability to work independently and use initiative to develop and promote a service	Essential
Personal Qualities	
Non-judgemental and trustworthy	Essential
Empathy with the needs of those experiencing mental health problems	Essential
Passion and drive to make a positive difference to people's lives	Essential
Highly motivated with a genuine belief that someone affected by addiction or offending can find paid employment	Essential

Resilient and tenacious to not give up despite setbacks and frustrations	Essential
Commitment to integrity and excellent service delivery to the client, employers and clinical team	Essential
Self-aware of personal strengths and weaknesses and actively invest in personal and professional development	Essential
Willingness to travel within the area covered	Essential
Other	
To be willing to undertake training and continuing professional development.	Essential
To demonstrate commitment to the principles of equality and diversity.	Essential
To be able to demonstrate willingness to work within Open Road's policies and procedures	Essential
Demonstrate commitment to equality, diversity, inclusion and the values of Open Road	Essential
To be able to respond flexibly to the demands of the post including working evenings and weekends if required	Essential
To be able to demonstrate understanding of Health & Safety	Desirable
Hold a valid driving licence and have access to own vehicle	Essential

DBS Requirements

Due to the service requirements, this role requires a Disclosure and Barring Service check at Enhanced (Adults) level.