



For better  
mental health

# Hull & East Yorkshire Mind

## Job Description

(Fixed term contract, initially for 10 months with potential to extend)

<b>Title of Post:</b>	Vocational Support Worker
<b>Based at:</b>	The office base for this post is negotiable and could be either Hull, Beverley, Bridlington or Goole The post holder will also be expected to travel extensively, primarily throughout the Hull and East Riding area, but could include South Humber.
<b>Salary:</b>	£19,432 – £21,314 (dependent on experience)
<b>Hours:</b>	37 per week. All hours will be worked on a flexible basis to meet the needs of the service, but will generally be arranged between 9.00am and 5.00pm Monday to Thursday, and 9.00am to 4.30pm on Fridays. There may also be the requirement for the post holder to work some evenings, bank holidays and weekends.
<b>Responsible to:</b>	The Training and Employment Manager
<b>Accountable to:</b>	Hull & East Yorkshire Mind Chief Executive Officer

### Background information relevant to the post

Hull and East Yorkshire Mind is a large local voluntary sector organisation, providing a diverse range of services for people experiencing mental health problems. The organisation has its main base in Hull and has satellite offices in Beverley, Bridlington and Goole. Hull and East Yorkshire Mind has considerable experience of delivering high quality vocational support to people who experience, or are recovering from mental health problems. The organisation has won a number of new contracts including Pathways to Work, Initial Steps and the Yorkshire Forward funded MORE 2 project (Forward Thinking). The post holder will work on the Forward Thinking project.

### Job Purpose/Objectives of the Post

- To ensure that contract deliverables in relation to each programme are met.
- To ensure that the portfolio of projects is marketed effectively throughout the Hull and East Riding region.
- To build links with employers across the Hull and East Riding region, challenging stigma and discrimination in relation to the recruitment of people with mental health problems and providing information and support to employers to ensure the sustained employment of programme participants.

- To in conjunction with the Hull and East Yorkshire Mind Vocational Support team to maximise outcomes across all vocational projects
- To meet the monitoring, evaluation and quality requirements of the relevant funding bodies

### **Principal Responsibilities**

- To undertake appropriate marketing and networking activity throughout the Hull & East Riding area to promote the Hull and East Yorkshire Mind vocational projects both to potential participants, referring agencies and employers.
- To establish and maintain positive working relationships with referring agencies and employers throughout the region.
- To establish and run a caseload of clients eligible for Hull and East Yorkshire Mind projects
- To undertake initial assessments, complete Individual Action Plans and conduct regular reviews in conjunction with participants
- Work Focused Interview where appropriate
- To undertake intensive job search support with participants, assisting with the production of CVs and providing guidance in relation to job search techniques and soft skills.
- To undertake delivery of training to participants
- To facilitate Computerised CBT sessions.
- To assist with the preparation of monitoring returns in relation to all projects, ensuring submission in a timely and accurate manner.
- Provide weekly performance reports to Line Manager.
- Undertake administration related to the post

### **General Duties**

- To work flexibly according to the needs of the Training & Employment team and the organisation, maintaining and enhancing good working relationships with other staff both within the organisation and other external organisations/agencies.
- To maintain appropriate confidentiality at all times
- To assist in the implementation of Hull & East Yorkshire Mind's Business Plan so that you can be aware of, and work towards, individual, team and organisation objectives and recognise and understand the importance of continual development of the individual team and organisation.
- To adhere to the provisions of and attend any training appertaining to, the Health and Safety at Work Act and to ensure personal safety and the safety of those in contact with our services so far as is reasonably practicable.
- To comply with all Hull & East Yorkshire Mind finance policies and procedures and, if in your remit, to ensure all expenditures are within project budget.

- To undergo mandatory training as directed by the organisation and all other relevant training, as identified through personal development reviews, to perform duties competently.
- To actively participate in formal supervision and personal development reviews.
- To be flexible with regards to the duties undertaken and in addition to the normal duties, undertake other duties that are reasonably within your skills and knowledge, but outside of the normal sphere of activity, if this is required.
- To perform other duties that reasonably corresponds to the general character of the post.
- To attend fund-raising or promotional events as appropriate

**IT SHOULD BE NOTED THAT A NO SMOKING AT WORK POLICY IS IN OPERATION**

**The duties and responsibilities of the post will be undertaken in accordance with the Policies, Procedures and Practices of Hull & East Yorkshire Mind, which will be reviewed and amended to suit the requirements of the organisation. It is the responsibility of all staff to keep up to date with all policy documents.**

**This job description is not meant to be exhaustive and the company reserves the right to require the job holder to be flexible and perform duties other than those listed according to the changing requirements of the organisation.**

**This job description is subject to review and subsequent revision.**

**AGREED AND SIGNED BY:**

**Employee**

Print name: ..... Signature: .....

Date: .....

**Manager**

Print name: ..... Signature: .....

Date: .....

Revised July 09