



For better  
mental health

# Hull & East Yorkshire Mind

## Job Description

<b>Title of Post:</b>	<b>Vocational Support Worker – IAPT</b>
<b>Base:</b>	Berkeley House, Scunthorpe The post holder will also be expected to work at various sites as specified by Hull & East Yorkshire Mind.
<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 occasional requirement for the post holder to work some evenings, bank holidays and some weekends.
<b>Responsible to:</b>	The Training & Employment Manager
<b>Accountable to:</b>	Hull & East Yorkshire Mind Chief Executive

### 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.

### IAPT (Increasing Access to Psychological Therapies)

IAPT is a government driven initiative to reduce waiting times for people experiencing mental health issues through investment in low and high intensity practitioners, use of IT based therapy and the involvement of third sector partners.

In addition, to support the move to assist people on disability benefits back to work, the Department of Work and Pensions has made funding available to integrate a Vocational Support Service into IAPT.

Hull and East Yorkshire Mind has in the past year been involved in the vocational support of the IAPT Pathfinder pilot with East Riding PCT. As a result of this HEY Mind has been selected as the partner of choice for both East Riding and North Lincs PCTs.

The role will be fully integrated into the IAPT delivery of both organisations but directly managed by HEY Mind.

Support is delivered through a customer focused assessment of needs and progression of an agreed action plan to meet the individual's objectives through both 1-2-1 and group sessions. It is anticipated that there will be a high frequency of employer contact to facilitate customers in returning to work.

### **Job Purpose/Objectives of the Post**

The key objectives of the post are to:

- To provide effective one to one support to people who are in employment but at risk of losing their job due to a mental health problem
- To undertake effective case management
- To work closely with and advise the IAPT therapists in relation to employment support issues
- To undertake labour market development and mental health promotion activities

### **Principal Responsibilities**

- To provide one to one support to those people who are employed but may be at risk of losing employment due to a mental health problem
- To undertake an holistic assessment of need with the client taking account of self esteem, motivation, skills needs, attitude to employment, physical health, family support, financial and other issues impacting on mental health and the possibility for a return to work
- To use motivational tools to promote a return to work as a viable and desirable option
- To assist with the development of coping strategies which may be used within the workplace
- To work with the client to identify suitable alternative employment if appropriate
- To liaise with and advise employers on phased returns, adjustments and adaptations as appropriate
- To liaise with and advise the IAPT team in relation to back to work/vocational issues and developments.
- To engage and work proactively with BME communities to ensure that the specific mental health and employment related needs of BME clients are identified and met, including raising awareness amongst employers.
- To signpost those clients who are not in employment to mainstream Jobcentre Plus provision.
- To work closely with Jobcentre Plus Disability Employment Advisers and Work Psychologists and other partner organisations to ensure a joined up seamless service.
- To promote the employment and retention of people with mental health problems, challenging stigma and prejudice

- To ensure all client activity is recorded and monitored in line with the required data management system
- To provide monitoring reports to the Senior Vocational Support Worker in a timely and accurate manner
- To work effectively as a team, sharing information and good practice with colleagues.

### **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 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 organization. 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 organization.

This job description is subject to review and subsequent revision.

**AGREED AND SIGNED BY:**

**Employee**

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

Date: .....

**Manager**

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

Date: .....

December 2008