



For better  
mental health

# Hull & East Yorkshire Mind

## Job Description

<b>Title of Post:</b>	<b>Employment Adviser, IAPT</b>
<b>Base:</b>	Scunthorpe, office address to be confirmed. 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>	Training & Employment Manager
<b>Reporting to:</b>	Senior Employment Adviser IAPT
<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, Goole, Scunthorpe and York. Hull and East Yorkshire Mind has considerable experience of delivering high quality employment and vocational support to people who experience, or are recovering from mental health problems.

### IAPT (Improving Access to Psychological Therapies)

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

In addition, to support job retention, the Department of Work and Pensions has made funding available to integrate an Employment Adviser Support Service into IAPT.

Hull and East Yorkshire Mind since January 2008 has been involved in employment and 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 Employment Adviser role will be fully integrated into the IAPT delivery of both organisations but directly managed by HEY Mind.

Support is delivered through a client focused assessment of needs and progression of an agreed action plan to meet the individual's objectives through both 1-2-1 and where appropriate group sessions. The role will also include frequency of employer contact to support employees in returning to work and acting as a mediator between employer and employee where long term sickness absence occurs.

### **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 mild to moderate mental health problem..
- To undertake effective case management.
- To work closely with and advise the IAPT therapists, GPs, employers and other third party agencies, in relation to employment support and job retention issues.
- To undertake labour market development and mental health promotion activities.
- To support people seek alternative employment if appropriate.

### **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, either return to their current position or seek alternative employment if appropriate..
- To undertake an holistic assessment of need with the client, taking account of self esteem, motivation, skills needs, physical health, family support, financial implications, specific work problems, job role reasonable adjustments or re-deployment, support and guidance around returning to work through a phased return approach.
- To use motivational techniques to promote job retention and 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 liaise with, advise, mediate and support both employees and employers leading up to and during phased returns, adjustments and adaptations as appropriate.
- To liaise with, advise and supply case feedback to the IAPT team / referring agent with regards to specific case progression..
- 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 other HEY Mind training and employment projects or mainstream Jobcentre Plus provision.

- To work closely with Jobcentre Plus Disability Employment Advisers, Work Psychologists, IAPT team, GPs, community mental health teams and other partner organisations to ensure a seamless service.
- To promote the employment and retention of people with mental health problems, challenging stigma and prejudice to employers.
- To ensure DWP Appendix paperwork is completed and supplied to the Senior Employment Adviser on a monthly basis for national statistic purposes.
- To provide monthly monitoring reports of client caseloads to the Senior Employment Adviser capturing the required project data 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 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: .....

February 2010