

# Information Pack

Employment Support Worker

(Fixed-term contract until 31<sup>st</sup> January 2023)

**Closing date:**

Sunday 21<sup>st</sup> August 2022

**Interview date:**

To be confirmed

To discuss the post informally, please contact:

Michelle Davies, Service Manager  
on 01482 240200



# Job Description

<b>JOB TITLE:</b> Employment Support Worker, Job Retention
<b>LOCATION:</b> The post holder will be required to work at various sites and travel within the Hull and East Riding
<b>SALARY:</b> £22,518 per annum pro rata
<b>HOURS:</b> Part Time or Full Time – up to 37 hours per week. The post holder is required to work their contracted hours flexibly to meet the needs of people who use our services and the Charity which may include evenings, weekends or public holidays.
<b>REPORTS TO:</b> Service Manager
<b>OVERALL PURPOSE OF THE JOB</b>  To provide a range of support to people experiencing mental health problems, and who are currently working, to enable them to retain paid employment.
<b>ROLE DUTIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>▪ Effectively manage a caseload of up to 20-30 project participants at any one time who are at real or perceived risk of unemployment.</li><li>▪ Offer bespoke support to help people retain their job and be able to thrive at work.</li><li>▪ Meet and exceed job outcome targets for those who use our services.</li><li>▪ Build relationships with partners to generate referrals and create collaborative working partnerships with employers and those who use our services.</li><li>▪ To support individuals to develop strategies and techniques to manage difficulties at work and relationships with their employers.</li><li>▪ Work with employers to build mental health awareness, improve workplace wellbeing for all employees and promote training to better enable managers to support employees who may be suffering with mental health.</li><li>▪ Negotiate with employers to provide tailored support to an employee, e.g. reasonable adjustments, return to work strategies and maintain regular contact to ensure job retention.</li><li>▪ To develop effective working relationships with a range of external agencies who might be better able to help individuals to achieve their employment goals for example, local colleges, and external supported employment services</li><li>▪ To maintain a professional relationship with the people who are using the service and with key internal and external stakeholders, with particular attention to confidentiality and the maintenance of boundaries.</li><li>▪ To adhere to administrative and data capture protocols which record the progress of individuals, and to keep accurate and complete records of casework.</li><li>▪ Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within vocational rehabilitation</li><li>▪ To undertake mandatory training as required.</li></ul>

- To regularly collect and promote service user employment recovery stories.
- Ensure our framework for good mental health care which includes Relationships, Environment, Activity, Compassion and Hope is integral to our service delivery.

## **NOTES**

This job description is not intended to be exhaustive in every respect but rather to define the fundamental purpose, responsibilities and dimensions of the role.

It is the nature of the work of Hull and East Yorkshire Mind that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises and when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

# Person Specification

Please try to give us as much evidence as possible to show where you meet the requirements of the role. This can include experience from outside of paid work such as volunteering or caring responsibilities.

<b>Job Title:</b>	<b>Employment Support Worker, Job Retention</b>	<b>Reviewed:</b>	<b>November 2021</b>
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Area	Criteria	Essen-tial	Desir-able
Key knowledge	Demonstrable understanding of what mental health is and how to support better mental health	✓	
	Demonstrable understanding of techniques and strategies used to manage mental health issues.	✓	
	Knowledge and understanding of Employment Law	✓	
	Knowledge of the Disability Discrimination Act 1995 Knowledge of local employers/opportunities		✓
Relevant experience	Of recently working in a similar role	✓	
	Of working in a role which required you to encourage and motivate people to build confidence and self esteem	✓	
	Recent experience of working in a role which required a good understanding of mediation and negotiation skills	✓	
	Of supporting people with mental health difficulties		✓
	Of recently working to support people overcome barriers to retaining employment		✓
Key competencies	A commitment to the values of Hull and East Yorkshire Mind	✓	
	Able to plan and prioritise own workload, as well as working as part of a team, to ensure both the clients' needs and the project outcomes are met	✓	
	Ability to communicate effectively with both internal and external stakeholders of the organisation	✓	
	Highly developed written and verbal communication which is tailored to the needs of the target audience	✓	
	Demonstrates resilience when under pressure or faced with emotionally charged issues	✓	
	Ability to anticipate changing needs and respond positively	✓	
	Able to make sound decisions quickly by processing and collating information from a variety of sources	✓	
	Able to search for, and implement, new and improved ways of working	✓	
	Able to support the diverse needs of the people who use our services and offer appropriate interventions when necessary	✓	
Additional requirements	Possession of a full current driving license with use of a motor vehicle with business insurance and prepared to travel across the region.	✓	
	Enthusiastic with a high degree of personal motivation and a flexible approach to working hours	✓	

	Competent in the use of IT programmes (eg Microsoft Outlook, Word, Excel) with the ability to learn new systems	✓	
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## Overview of Hull and East Yorkshire Mind

Hull and East Yorkshire Mind has been supporting people with mental health problems across Hull and East Yorkshire for over four decades. We currently employ around 150 staff, supported by volunteers and self-employed therapists.

We are an independent charity governed by a group of local trustees, affiliated to the Mind network made up of over 130 organisations across England and Wales. The network delivers services, campaigning and gives a voice to people with mental health problems, their families, carers and community. Hull and East Yorkshire Mind is also a housing association.

Our **VISION** is that we won't give up until everyone experiencing a mental health problem gets both support and respect.

Our **MISSION** is to work with partners to intervene as early as possible, providing advice and support to empower and give hope to anyone experiencing a mental health problem. We campaign locally to improve services and reduce stigma and discrimination. As an organisation, we pride ourselves on our values and beliefs:

### WE BELIEVE:

- Everyone has mental health: there is no place for stigma.
- Everyone deserves the chance of a fulfilling life.
- Lived experience is powerful and can generate hope.
- Spaces where everyone can feel supported and safe, not judged but respected, are vital.
- Everyone brings something valuable to the work.
- We can effect change and will do everything in our power to improve lives.

### WE VALUE:

- **Being Human** – connecting meaningfully with one another creating relationships which help people to flourish.
- **Mind and Heart** – using our intelligence, stories, skills and life experience to show that we care and to make a difference.
- **Being Brave** – even in the face of uncertainty staying positive and boldly developing new things.
- **Travelling Together** – side by side with others, being kind and, through empathy, nurturing and belonging.

- **Strong Foundations** – drawing on our history and learning to build reliable systems that work well without being over engineered.

## **Our Model of Mental Health Care (REACH)**

At Hull and East Yorkshire Mind we believe it's important to understand what good mental health care looks like. This is more than just understanding the services we deliver, it's about the important elements common across all of our work that help us to understand why we work in the way that we do.

Different organisations have different priorities. We have defined ours using a simple framework that includes Relationships, Environment, Activity, Compassion and Hope. We call this REACH.

### **Relationships**

Trusting, caring relationships are a core foundation of our mental wellbeing. To believe we are cared about we need to feel a human connection. Too often public services focus on maintaining artificial boundaries between those delivering and receiving services to the detriment of both sides. We use some common sense with our professional boundaries; if somebody wants a hug we give them one and if somebody wants to hear about our holidays we share what's appropriate. We expect our team to genuinely care for the people they are working with and, if that's not possible, conversations to be had early on about where the problem lies.

### **Environment**

For those visiting our offices and community groups through to people living in our housing, a poor environment encourages poor mental health. If people feel safe, secure and valued they are much more likely to stay well and recover faster. We need to make sure the physical spaces and 'atmosphere' are welcoming. Where possible we need shared spaces and avoid cutting ourselves off in the 'staff offices'. We expect everybody working in our housing to be conscious that these are peoples' homes we are working in and be conscious of how our behaviour impacts on the environment.

### **Activity**

We know that physical activity is vital to our health and wellbeing and that this is often overlooked when considering mental health care. We also know that activity includes many forms of occupation and how important having a role in society is for most of us. Without it we too easily lose our sense of self and worth and any intervention that doesn't address this vital area will always be temporary. All of our services will encourage paid work where possible, voluntary work where not and mainstream learning where appropriate. Our groups, information line and activities will promote physical exercise and the benefits this bring to mental health.

### **Compassion**

Sometimes we're just too hard on ourselves. We see media portrayals of what 'normal' is supposed to be and beat ourselves up because we don't think we meet the standard. We need to get much better at showing compassion, not just to others around us, but also to ourselves. Sometimes it's OK to be different. People using our services come with all sorts of stories and histories. We want our compassionate approach to run through everything we do, from how we answer the phones to replying to emails and one-to-one interactions. To work at Mind, whatever job you are doing, you have to be able to show you care for the people we are here for.

### **Hope**

Without a genuine belief that things can improve we get stuck and lose motivation. We all need positive role models in our lives and they should be a core part of any service we want

to deliver. This isn't always easy and when somebody is acutely unwell it can be difficult to find the hope in what might seem a hopeless situation. Our job is to find that hope and help others see it. We must never shy away from this no matter how difficult it might seem.

## **Summary of Terms and Conditions**

### **1. Probationary Period of Service**

All new staff will undergo a probationary period which will generally be the first six months.

### **2. Disclosure and Barring Service (DBS)**

It is a condition of employment that all staff have a DBS Disclosure at the appropriate level which will be paid for by Hull and East Yorkshire Mind.

### **3. Hours of Work**

As per your contract of employment. All hours to be worked on a flexible basis to meet the needs of clients and the organisation. Staff who work more than six hours per day will take an unpaid lunch break of not less than 30 minutes.

### **4. Pay**

No automatic annual increments are payable except for any cost of living increase which may be awarded to all employees at the absolute discretion of the Executive Committee.

### **5. Annual Holidays and Holiday Pay**

Annual holiday entitlement with pay is 25 working days for full time staff and on a pro rata basis for staff working part time. In addition paid leave will be granted for all bank holidays (on a pro rata basis for part time staff) in each year.

### **6. Payments During Sickness/Injury**

Staff who are absent from work for reasons of sickness, or injury sustained whilst carrying out their duties for Hull and East Yorkshire Mind, will receive Statutory Sick Pay only in their probationary period and up to four weeks full Company Sick Pay in a 12 month period thereafter.

### **7. Pension Scheme**

Under the Government pension regulations all eligible staff will be automatically enrolled into the Company Pension Scheme currently provided by Aviva. Staff contributions will be in line with the minimum percentage of gross basic earnings set by the Government. The employer contribution will be 3% of gross basic earnings. Additionally staff who are either non eligible or not entitled, under the regulations, may join the scheme and the same contribution levels would apply.

### **8. Subsistence and Travelling Expenses**

Subsistence and travelling expenses are paid at rates determined by and East Yorkshire Mind. Staff who work from home will have the first 10 miles deducted from their daily mileage claim.

### **9. Trade Union Membership**

Employees have the right to join or not to join a Trade Union.