**Working for Health**

**About us**

Working for Health CIC is a specialist, end to end provider of employment support to people with mental health conditions. It provides support for the job seeker to find work and supports people in work to keep their job.

We aim to increase an individual’s hope and aspiration for work, to increase the number of people in work, and reduce stigma and discrimination.

**Our philosophy**

Working for Health believes that:

* everyone can work, if the work is right for them
* everyone has skills and talents
* everyone has the right to a second chance
* hope will be the change agent

Working for Health is committed to ethical principles and practice, not only towards the customers we serve but also to our partner agencies, commissioners, employees, volunteers and our environment.

As a Community Interest Company all of our profits are reengineered into our community of interest: in our case this is the group of people whose working life is effected by mental ill health.

**The Work Place**

A venue which brings under one roof all the things to enhance work opportunities and support mental health recovery. We:

* understand each person’s strengths, aspirations and barriers to work
* action plan to effect change
* provide one to one support to find or keep work
* deliver group activities, workshops and training
* provide social, soft skills and wellbeing activities

**Volunteer job Title** Work Place Volunteer

**Reports to (post title):** Work Recovery Coach

**Payments:** All authorised out of pocket expenses will be reimbursed

**Role Purpose:**

As an integral and highly valued member of the team, you will contribute to the development and delivery of The Work Place.

You will ensure that all members are welcomed and supported while they are with us. You will support job search activities, workshops, and provide information to promote choice, self-determination and opportunities. You will ensure that the environment is clean at all times and restock consumables as necessary.

The Work Place Volunteer may also act as a mental health promotion champion with external agencies, partner organisations and employers.

**Key Accountabilities:**

* To establish supportive and respectful relationships with people using our services.
* To maintain a professional relationship with the participants, staff and other volunteers, and maintain confidentiality and boundaries.
* To help people participating in the programme to meet their own recovery goals.
* To share ideas about ways of achieving employment goals.
* To sign-post to various resources, opportunities and activities to promote choice and informed decision making.
* Co-facilitation of group work, workshops and training.
* To contribute to service development and identify areas for improvement.
* Keep accurate and complete records of the casework to support the administrative systems that record progress, outputs and outcomes.
* To engage in supervision, training and personal development activities consistent with the requirements of the post.
* To work within the policy and governance framework of the organisation.

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| **PERSON SPECIFICATION** | **Essential**  | **Desirable** |
| Level 2 English and Maths or demonstrable skills  |  |  |
| Excellent written, verbal and non-verbal communication skills. |  |  |
| To be computer literate in Microsoft office |  ✓ |  |
| Able to support with job search, applications and CVs |  |  ✓ |
| Ability to work in an empowering, enabling and creative way |  |  |
| Experience of being in a supportive and enabling role |  |  |
| Ability to support people with a range of needs to meet their vocational goals |  |  |
| To communicate effectively with a range of people: members, carers, professionals and external agencies |  |  |
| Understanding of mental health and mental illness |  ✓ |  |
| Understanding of the impact of mental health conditions on employment |  |  ✓ |
| Good team-working skills |  ✓ |  |
| A minimum commitment of half a day per week |  |   ✓ |

**How we work**

**Confidentiality**

In the performance of the duties, the post-holder may have access to confidential information relating to service users, staff and volunteers, and the organisation. All such information is to be regarded as strictly confidential and may only be divulged to authorised persons in accordance with the policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Health and Safety**

The post-holder will assist in promoting and maintaining their own and others’ health, safety and security as defined in the Health & Safety Policy.

**Safeguarding**

Working for Health is committed to safeguarding and promoting the welfare of children, young people and Adults at Risk and we expect all staff and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process and the successful applicant will be required to undertake annual Safeguarding training and an enhanced criminal record check.

**Equality and Diversity**

The post-holder will support the equality, diversity and individual rights: acting in a way that recognizes the importance of people’s rights; respecting people’s privacy, dignity, needs and beliefs; and behaving in a manner which is welcoming, non –judgemental and respectful of circumstances, feelings, priorities and rights.

**Personal/professional Development**

The post-holder will participate in the training programme implemented as part of this employment, participate in a Personal Annual Development Review and take responsibility for own development, learning and performance.

**Applications**

To apply for this post please send a CV and a cover letter outlining how you meet the person specification and why you would like to volunteer with us.

Applications can be sent by email to diane@workingforhealth.co.uk

Or by post to:

Diane Heaven

Working for Health CIC

The Station

Station Road

Cottingham

East Yorkshire

HU16 4LL

For more information on the role, please contact Diane on 01482 242808