

**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 affected by mental ill health.

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**Work Recovery Coach (ATI)**

**Job description and person specification**

**Hours** 37.5 hours per week

**Payment** £11.02 per hour (21,489 per annum)

**Annual leave** 5 weeks pro rata

**Location** Based at The Station, Station Road, Cottingham, with significant outreach work to clients in the East Riding.

**Reporting to** Lead for Service Delivery

**Duration** This is a fixed term contract for 1 year

**Job Summary:**

The highly successful Action Towards Inclusion programme supports people to move closer to the world of work. Working for Health delivers on this programme in the East Riding of Yorkshire and Selby. It is funded by ESF and the Lottery Community Fund .

The postholder will act as Key Worker and manage a caseload of people in the East Riding who have experienced mental health conditions and who wish to explore employment options. You will work directly with other Action Towards Inclusion partners and external agencies to optimise outcomes for people on the programme.

The post-holder is required to motivate and support people to define and realise their work goals, effectively document their involvement with the participants in line with the reporting requirements of the funders; ensure service fidelity and quality standards throughout the programme; uphold the CIC’s philosophy of being person centred, responsive and effective.

**Duties**

* To manage a caseload of people who have experienced mental health conditions and who wish to return to work, in line with the Individual Placement and Support (IPS) and recovery philosophy.
* To help individuals to identify their personal strengths and ambitions
* To work collaboratively with the participant to develop and action plan that is meaningful, stretching but achievable.
* To assist the individuals with their work-related support needs, e.g. benefits, travel to work etc.
* To proactively engage and work with employers, as agreed with the individual.
* To develop good working relationships with other organisations that are better placed to help individuals to achieve their employment goals, e.g. local colleges and training providers.
* To liaise with the mental health service provider to ensure a complementary service.
* To maintain a professional relationship with the participants, staff and volunteers, including confidentiality and the maintenance of boundaries.
* To work co-productively with staff, volunteers and participants.
* 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.
* 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.

This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with his, her or their line manager.

**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.

**Equality and Diversity**

The post-holder will support the equality, diversity and individual rights: acting in a way that recognises 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 their own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**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 an enhanced criminal record check.

**Person Specification**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Training and qualifications** | * Level 2 qualification in English and Maths | * Degree level qualification * IAG level 3 |
| **Experience** | * Experience of working with people who have experienced mental health conditions * Experience of helping people to obtain and keep work * Experience and knowledge of jobcentre plus and all disability / employment related benefits * A comprehensive understanding of the employment needs and difficulties of people who have lived experience of mental ill health | * Personal experience of mental health conditions * Experience of developing a needs led employment service |
| **Knowledge and skills** | * Excellent interpersonal skills * Good facilitation skills * negotiation and persuasion skills * Excellent coaching and mentoring skills * A proven ability to initiate and develop relationships with clients and employers while being aware of their needs * An ability to work independently, reliably and consistently * Word processing / computer skills * An understanding of the Equality Act (2010) * An understanding of disability in relation to employment and education | * Working knowledge of a broad range of occupations and jobs * Good presentation skills * An understanding of the principles and practice of supported employment * Knowledge of Vocational assessment and profiling |
| **other** | * An ability to see solutions rather than problems * A willingness to work flexible hours on occasion through prior arrangement as the needs of the job dictates. * A driving licence and suitable means of transport |  |