



MINDFUL EMPLOYER[®]

Recruitment, Retention & Redeployment

MINDFUL EMPLOYER
Workways Second Floor 11-15 Dix's Field Exeter EX1 1QA
01392 677064 info@mindfulemployer.net

www.mindfulemployer.net

RECRUITMENT, RETENTION & REDEPLOYMENT

Employers may have concerns about how best to recruit and support staff who are experiencing mental health problems. Talking early is the key. Talking to the employee or job applicant. Talking to managers and colleagues. Talking to other organisations.

Here is some information and also some ideas simply to get you started – it's not intended to be a comprehensive guide: there are plenty of those available from other organisations such as ACAS, CIPD, HSE and others are listed on the MINDFUL EMPLOYER website. Also use the online Discussion Forum to share experiences, good practice and problematical issues.

Discussion with Workways or other similar agencies. Working with employer and applicant, exploring and responding to individual situation and needs. Considering issues such as additional support for both employer and employee in early stages (e.g. getting to know duties, layout of premises, travelling to and from work, meeting other colleagues).

Access to Work Financial and other support for employers is available through the Access to Work scheme provided by Jobcentre Plus. For example, funding for a support worker, special equipment, taxi fares etc and often at no cost to employers. Contact the local Jobcentre Plus office and ask for details of the Access to Work Business Centre.

Employee Assistance Programmes (EAP) There are a number of organisations available who provide support packages for the whole workforce. Search the Internet or look in *Yellow Pages*.

Job Introduction Scheme A grant of £75 per week paid to employer for first 6 weeks of employment. Useful for settling in, overcoming any reservations and identifying any further support needs. Job must be expected to last for 6 months. Client employed and paid wage for the job from day one. Available to any employer (except civil service). Contact the Disability Employment Advisor at the local Jobcentre Plus office for more information.

Occupational Health Advisors can provide valuable health-based advice and information together with practical suggestions for return to work plans, support packages etc. Search the Internet or look in *Yellow Pages*.

Private training organisations provide help with training for alternative occupation or providing additional skills. Search the Internet or look in *Yellow Pages*.

Workstep – a supported employment programme. Package of support for employer and employee may include financial grant towards salary. Contact the Disability Employment Advisor at the local Jobcentre Plus office for more information.

Work/Occupational Psychologist can give an objective functional assessment of aptitudes, speed of work, ability to follow instructions sometimes through psychometric testing and practical work samples. Useful if redeployment in to different occupation with same employer is being considered. Contact the Disability Employment Advisor at the local Jobcentre Plus office, search the Internet or look in *Yellow Pages*.

Work Preparation can be useful if considering redeployment in to a different occupation (e.g. IT familiarisation; placement in new role). Contact the Disability Employment Advisor at the local Jobcentre Plus office for more information.