JOB RETENTION FLOW CHART SELF Preliminary contact, REFERRAL setting out parameters of service 10 REFERRAL to **SERVICE Identify** INITIAL Barriers to return to work **INDIVIDUAL ASSESSMENT SUPPORT** Assess nature of problems **BY CASE MANAGER** Present level of physical, psychological and social functioning Stabilise, normalise, socialise Personal factors Wellness coaching Work factors **IDENTIFY AND** Goal setting **CONTACT ALL** Immediate issues Light touch coping strategies **PARTIES INVOLVED** Solution focused approaches Identify comfort zones Resume social contact LINE MANAGER Involvement in return to **HUMAN RESOURCES** work plans **OCCUPATIONAL HEALTH MENTAL HEALTH SERVICES EMPLOYER** UNION **SOLICITOR EMPLOYER** GP **ACCOMMODATING** PHONE CALLS Phased return Worksite visit Identify support in workplace Support for Line Manager Gain organisational perspective disciplinary/performance issues Recommend changes in duties/ Use environment Negotiate reasonable adjustments Workplace assessment Recommend relevant resources and Job Description signposting for employer support Assess suitability for return **EMPLOYER RESISTANT Enlist support of** IF NOT SUITABLE UNION - to deal with grievances/rights **TO RETURN MEDIATION** RETURN **SOLICITOR TO WORK** Knowledge of Equality Act (2010) Advocacy and support through appeals etc. **REFER ON** ONGOING, GRADUALLY **OR SUPPORT WITH FINDING** MAINTAIN LOSE REDUCING SUPP ORT **NEW EMPLOYMENT** JOB JOB © 2020 Dave Costello – The Job Retention Team