JOB RETENTION FLOW CHART

SELF REFERRAL or REFERRAL to SERVICE

Preliminary contact, setting out parameters of service

- Identify
  - Barriers to return to work
  - Assess nature of problems
  - Present level of physical, psychological and social functioning
  - Personal factors
  - Work factors
  - Immediate issues

INITIAL ASSESSMENT BY CASE MANAGER

IDENTIFY AND CONTACT ALL PARTIES INVOLVED

INDIVIDUAL SUPPORT

- Stabilise, normalise, socialise
- Wellness coaching
- Goal setting
- Light touch coping strategies
- Solution focused approaches

LINE MANAGER
HUMAN RESOURCES
OCCUPATIONAL HEALTH
MENTAL HEALTH SERVICES
UNION
SOLICITOR
GP

PROACTIVE
LETTERS, EMAILS, PHONE CALLS, NAMED CONTACTS

Use
- Workplace assessment
- Job Description
- Assess suitability for return

IF NOT SUITABLE TO RETURN

REFER ON OR SUPPORT WITH FINDING NEW EMPLOYMENT

EMPLOYER

Worksite visit
- Support for Line Manager
- Gain organisational perspective
- Disciplinary/performance issues
- Negotiate reasonable adjustments

EMPLOYER RESISTANT

Enlist support of
- UNION – to deal with grievances/rights
- MEDIATION
- SOLICITOR
- Knowledge of Equality Act (2010)
- Advocacy and support through appeals etc.

RETURN TO WORK

LOSE JOB

MAINTAIN JOB

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