



Community  
**LivingWell**

Working together for your wellbeing

**NHS**

Central and  
North West London  
NHS Foundation Trust

# Employment Support

Support if you want to find work or are struggling in your current job because of a mental health problem.



[communitylivingwell.co.uk](http://communitylivingwell.co.uk)

# Can the Employment service help me?

The Community Living Well Employment service can help you if you want to find work or are struggling in your current job because of a mental health problem.

The Employment service is available to people:

- aged 16 years and over
- who are registered with a GP in Kensington and Chelsea or the Queen's Park and Paddington areas of Westminster
- and who have mental health needs.

## What support does the Employment service offer?

The Community Living Well Employment team offers a range of support including information, advice and guidance to assist you in accessing opportunities in employment, training and education or to retain your current job.

Your dedicated Employment Adviser can help you:

- Find the right kind of work for you
- Return to work after a period of sick leave
- Stay in work and/or deal with workplace adjustments
- Know your employment rights.

The Community Living Well Employment service also supports you to learn a wide range of skills to help you get a job.

These include:

- How to search for a job
- How to write a CV and cover letter
- How to fill in a job application form
- How to prepare for an interview.

# How can I access Employment Support?

You can refer yourself quickly and easily by:

- completing the form on our website [communitylivingwell.co.uk](https://communitylivingwell.co.uk)
- by calling **020 3317 4200**
- or email us at [cnw-tr.clw@nhs.net](mailto:cnw-tr.clw@nhs.net)

Alternatively, you can ask your GP or other professional involved in your care to refer you to Community Living Well.

## If you need urgent assistance...

### If you or someone you know needs immediate help in a mental health crisis...

- call Central and North West London NHS Trust Single Point of Access (SPA) advice line free on **0800 0234 650** (24/7)
- or contact Samaritans free on **116 123** (24/7) or email [jo@samaritans.org](mailto:jo@samaritans.org)
- If a mental health crisis occurs when your service is closed (if you are an existing patient), or, if you are not an existing patient, your GP is closed, call Freephone **0800 0234 650** (open 24 hours a day, seven days a week) or email [cnw-tr.spa@nhs.net](mailto:cnw-tr.spa@nhs.net)
- If you have already taken an overdose or injured yourself, dial 999



Scan for other useful contacts

# More about the support available...

**Individual Support** - Whether you are looking for paid employment, work experience, volunteering or training, or you need support in your current job, your Employment Adviser will work with you to produce an action plan to help you identify your goals, the steps you need to take to achieve them, and any support needs you may have.

**Job Search** - We can help you to:

- Job search – including identifying the best places to search for the type of work you are interested in
- Update your CV/Make a new CV
- Complete job application forms
- Prepare for job interviews
- Disclose your mental health difficulties to potential employers
- Understand your rights in the workplace.

## **Work experience, volunteering, training and education**

If you are interested in volunteering or unpaid work experience your Employment Adviser can help you arrange a placement. Work experience or volunteering can be an essential part of your action plan. If you identify any training or further education that will help with your employment goals, your adviser can help you access this as well.

## **Currently employed and need support in work/to return to work**

We can help you by:

- Identifying triggers of stress at work and look at possible adjustments
- Offering advice around relevant legislations (or refer you for legal advice if necessary)
- Negotiating with your employer for a phased return to work or amended duties.

The support we give is based around your individual situation.

**Employer Support** - We can also support your employer in a variety of ways (with your consent) or give you the tools to deal with issues in the workplace.

We can help you by:

- Offering advice and support around managing someone with a stress related and/or mental health condition
- Implementing reasonable adjustments
- Providing up to date information around relevant legislation
- Offering work-site support
- Identifying workplace bullying, harassment or discrimination
- Providing training around mental health awareness.

What you can expect from us:

- Support and advice about employment, volunteering, training and education
- An individual action plan setting out your goals. It will also identify any support needs you may have
- Impartial advice and guidance - we do not promote any one service or training provider
- Up to 15 one to one sessions with your Employment Adviser
- We work in partnership with other employment services in the borough and may refer you onto one of them if we believe they are better equipped to meet your needs.

Community Living Well is a collaboration of NHS and voluntary sector partners. Employment Support is delivered by SMART. SMART is a registered charity - No. 292787



This leaflet has been co-produced with users of the Community Living Well service.

## Do you need support to improve your mental health and wellbeing?

Community Living Well offers mental health support in Kensington & Chelsea, Queen's Park and Paddington. It makes it easy for you, and anyone who cares for you, to access a wide range of clinical and wellbeing services.

**Mental Health Hubs** – access to specialist mental health support.

**Talking Therapies** - Short-term support for when you experience difficult emotions, such as low mood, worry and stress. It can also support people with managing the practical and emotional aspects of living with long-term physical health conditions.

**Peer Support** - wellbeing workshops, one-to-one support, peer support groups, social activities and online peer support with other people who have had similar experiences to you.

**Self-Care** - Support and activities that help you to take care of your own mental, emotional and physical wellbeing.

**Navigators** - practical support with a range of issues including benefits, debt, housing options, access to health and social care services and support to access specialist advice and information.

**Employment Support** - Advice and support to gain or retain paid employment, improve employability skills and know your rights in the workplace.

## Get in touch...

Use the details below to get in touch or ask your GP or another health professional involved in your care to refer you into the service.

[communitylivingwell.co.uk](https://communitylivingwell.co.uk)

email: [cnw-tr.clw@nhs.net](mailto:cnw-tr.clw@nhs.net) | tel: **020 3317 4200**



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