JOB DESCRIPTION

JOB TITLE: Support (Time and Recovery) Care Worker (STR) (bank)

SALARY: £7.50 per hour

LOCATION: Bedford, Bedfordshire

ACCOUNTABLE TO: Home Manager

REPORTS TO: Home Manager

HOURS OF WORK: hours including early, lates, weekends and Sleep-in. Some units may also include waking nights – may vary according to the needs of the Service

JOB PURPOSE:

The post holder will work under the supervision of the manager to provide Support, give Time to service users with their mental health needs and thus promote their Recovery and maintain the service user in their environment. This includes providing personal care needs such as washing and dressing and supporting service users with their personal hygiene needs. You will also be required to work as part of the team and to focus on the direct needs of service users, working across boundaries of care, organisation and role coordinated through the Care Management process.

MAIN DUTIES AND RESPONSIBILITIES

1. Responsible for providing the link into the key worker process for an allocated number of individual service users. This will include attending and actively participating in training sessions, team meetings care plan, CPA review meetings and supervision as appropriate.

2. Be responsible for monitoring the service user’s condition and ensuring that any changes to the service user’s mental, or physical health are communicated to the manager, Care Coordinators and where appropriate, their carer.
3. To keep clear legible records of the service users progress that are outcome focused.

4. Be able to produce weekly reports on the service user’s progress which are shared with secondary mental health services.

5. Have an awareness of how illness, medication and personality can affect an individual’s behaviour and an understanding of significant indicators to report to the Registered Manager.

6. Help to identify early signs of relapse by monitoring the service user’s progress, level of functioning and mental state and alert the appropriate staff involved in the user’s care.

7. Ensure that service users engage effectively with the agreed Care/support Plan and access appropriate services provided on a regular and consistent basis.

8. Undertake an enabling role with service users in daily tasks such as, personal care, personal hygiene, shopping, budgeting and household tasks, to promote independent living.

9. The post holder will discuss and agree their workload with the manager at an appropriate frequency.

10. Provide interventions in line with service users identified needs in terms of support, care, time and recovery.

11. Promote social inclusion by introducing service users to leisure activities, new interests including education and employment opportunities, if appropriate, and signpost service users to other relevant statutory and non-statutory agencies.

12. Develop a rapport based upon companionship and befriending but within appropriate and transparent professional boundaries.

13. Provide regular and practical support to service users and their carers in developing and managing dignity and independence. Acknowledge diversity and promote anti-discriminatory practice/equal opportunities.

14. Provide support and care with daily living; “living ordinary lives”.

15. Help service users gain access to resources to include benefits and welfare rights.

16. Provide information on health promotion

17. Liaise with service users’ families and carers regarding sensitive issues relating to the service user’s needs, care and identified risks, as agreed in the care/support planning process.
18. Empower service users to speak for themselves, promoting their rights, responsibility and recovery,

PROFESSIONAL

1. Work with the registered manager to improve areas for personal and professional development as identified through supervision,

2. Attend all mandatory training and appropriate educational and training activities as agreed with the Registered Manager.

3. Undergo an annual personal development review with the Registered Manager

4. Demonstrate ability to value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.

5. Attend an induction to their role.

GENERAL

1. The post holder will keep up-to-date with policies, guidelines, procedures and practices,

2. The post holder will contribute to discussions regarding the development and/or amendment of Bedfordshire Supported Housing policies and protocols,

3. The post holder will participate in team meetings and other meetings as required.
**Person Specification**

**Support, (Time & Recovery) Worker**

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<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications &amp; Training</td>
<td><strong>Essential</strong>&lt;br&gt;▪ Full driving licence with access to your own transport.&lt;br&gt;▪ A commitment to undertake Continual Personal Development</td>
<td><strong>Desirable</strong>&lt;br&gt;▪ Basic food hygiene certificate&lt;br&gt;▪ NVQ level 3 in Care&lt;br&gt;▪ IT Literate</td>
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<td>Knowledge &amp; Experience</td>
<td>1. Mental Health experience (as a worker or service user/carer)&lt;br&gt;2. Experience of direct service user support.&lt;br&gt;3. Experience of team work.</td>
<td><strong>Desirable</strong>&lt;br&gt;▪ Experience of working in a multi-disciplinary team.&lt;br&gt;▪ First aid experience.&lt;br&gt;▪ Basic health and safety experience</td>
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<td>Skills &amp; Personal Qualities</td>
<td>▪ A good understanding of mental health issues.&lt;br&gt;▪ Ability to listen effectively and communicate effectively at all levels&lt;br&gt;▪ Basic written communication skills to enable completion of records etc&lt;br&gt;▪ Empathy, compassion and patience&lt;br&gt;▪ Ability to receive and follow instructions&lt;br&gt;▪ Ability to work unsupervised and manage time effectively&lt;br&gt;▪ Ability to acknowledge and promote anti-discriminatory practise/equal opportunities.&lt;br&gt;▪ Ability to act calmly in a professional manner whilst dealing with unpredictable and challenging behaviour.&lt;br&gt;▪ Respect the privacy of individuals and the confidential nature of the</td>
<td>▪ Moving and handling experience&lt;br&gt;▪ An understanding of the mental health system&lt;br&gt;▪ Awareness of local services</td>
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PLEASE SIGN BELOW TO SHOW YOUR ACCEPTANCE OF THE JOB DESCRIPTION AND TERMS AND CONDITIONS.

Name (Employee): _____________________________
Signature: _____________________________
Date: ______________________________

Name (Service Manager): _____________________________
Signature: _____________________________
Date: ______________________________