

JOB DESCRIPTION & PERSON SPECIFICATION

Title: Employment Empowerment Support Worker (North Somerset and/or Sedgemoor).

Salary Scale: £21,000 pro rata, up to 6% matched pension.

Annual Leave: 28 days (inc Bank Holidays), pro rata.

Hours: 35 hours per week (short-term fixed contract).

Place of Work: Based in the Bridgwater office, you will be working in the surrounding communities of North Somerset and/or Sedgemoor.

TO APPLY:

- **Please e-mail your CV along with a covering letter to:**
sarah.johnson@mindinsomerset.org.uk
- **If you would like to call for an informal chat about the role, please ring Sarah on 07480322039.**
- **Closing Date for Applications: Thursday 18th April 2019.**

This is an exciting opportunity in a progressive mental health charity affiliated to National Mind. We are looking for a motivated and resilient self-starter to join our Employment Empowerment Project. This service aims to support individuals referred by the Job Centre to identify and remove mental health and/or wellbeing related barriers to work. As an Employment Empowerment Support Worker, you will be responsible for independently managing your own case load of clients. You will support the smooth and effective delivery of this service by administering personalised 1-to-1 goal-focussed support to clients over a period of 6 sessions.

KEY WORK AREAS AND TASKS:

As an Employment Empowerment Support Worker, you will be responsible for empowering individuals to feel independent, connected and active in their community through:

- enabling clients to improve/maintain their mental wellbeing using the five ways to wellbeing framework;
- enabling clients to access support with recovery planning;
- enabling clients to socialise and form relationships;
- enabling clients to have access to a wide variety of activities and learning/ training opportunities (incl. opportunities to access outdoor space, fresh air and exercise);
- enabling clients to have access to volunteering and work experience opportunities as a stepping stone to returning to work;
- enabling clients to access information and signposting to other areas of support; including both primary and secondary care.
- enabling clients to access advice, guidance and practical support in relation to all of the above.
- supporting clients to develop a personalised action plan that they will feel confident with implementing independently once support has ended.

YOU WILL ALSO BE REQUIRED TO:

- follow up referrals and instructions as per the guidance of the project lead.
- liaise with and maintain contact with other key supports of your client; including their work coaches and deas, completing 3-way reviews where appropriate.
- attend supervision, case management and steering group meetings as required.
- monitor progress against the project plan on an ongoing basis and provide reports on agreed objectives to the project steering group.
- collect, input and collate project monitoring and evaluation data into the views database and microsoft excel.

MARKETING AND RELATIONSHIP BUILDING

- Establish, develop and sustain good working relationships with the Work Coaches and DEAs situated within your district's Job Centre.
- Develop literature to promote the project and carry out other marketing activities such as writing press releases or delivering presentations, if required.
- Attend relevant external meetings.
- Assist in developing relationships with other partner agencies.

PROFESSIONAL DEVELOPMENT

- Identify and implement plans for own training and development needs.
- Keep up to date with current mental health support thinking, available training materials and other resources.
- Reflect on effectiveness of learning activities delivered and review training practice.
- Prepare for and attend supervision sessions / team meetings / staff meetings as appropriate.

OTHER DUTIES AND RESPONSIBILITIES

- Uphold the aims and principles of Mind in Somerset & partner agencies and its equal opportunities policies.
- Establish and maintain effective and efficient administration systems for the delivery of the project.
- Use IT for statistical recording, record keeping and document production.
- Carry out administrative tasks related to the job.
- Participate fully in the life of Mind in Somerset, attending workers meetings, internal planning events etc. as agreed with line manager.
- Support other work as required (e.g. providing referrals for advice appointments where appropriate).
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Carry out any other appropriate tasks requested by the manager, to ensure the effective delivery and development of the service.

PERSON SPECIFICATION

EDUCATION/ TRAINING

- Demonstratable knowledge of mental health support work acquired through either study OR relevant work experience.

EXPERIENCE

Two years' experience (within the last 5 years) of:

- Mental health and wellbeing community outreach work
- Knowledge & experience of mental health support in the community
- Ordered approach to casework and an ability and willingness to follow and develop agreed procedures.
- Excellent interpersonal, communication and presentation skills
- Ability to collect, analyse and present project data and monitor progress against objectives.
- Experience of establishing and developing partnerships with other agencies and joint working.
- Ability to sensitively empower and engage with adults who have poor wellbeing and other health related needs.
- An ability and willingness to work both on own initiative and as part of a team.
- Ability to self-motivate and organise a diverse workload.
- Ability to use IT applications to record statistics, produce documents and training materials and keep accurate project records.
- Understanding of and commitment to the aims and principles of Mind and the partner agencies and their equal opportunities policies.

OTHER

- Must have own car and full UK Driver's Licence.