



## Job Description and Person Specification

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| Post:                   | <b>Support Time &amp; Recovery Worker</b> |
| Salary:                 | <b>£23,765 p.a.</b>                       |
| Hours:                  | <b>37.5 hours per week</b>                |
| Reporting to:           | <b>Manager, CMHT</b>                      |
| Employing Organisation: | <b>Manchester Mind</b>                    |
| Location:               | <b>North CMHT</b>                         |

### Job Description

#### Summary of main duties and responsibilities

This important role provides support to people within a community mental health team. You would be part of a multi-disciplinary team delivering a range of interventions to people with significant mental health needs and who will also present with a number of complex issues. It will be important for you to work collaboratively with Care Co-ordinators and members of your team as well as the people you are supporting in developing and delivering strategies that will promote inclusion, engagement and improved mental health, as well as making a positive impact on people's lives.

#### Main Duties

1. To work with other team members with a holistic and multi-disciplinary approach.
2. To take the lead in ensuring that the team is aware of voluntary and community sector services that could and do compliment the care.
3. To contribute to the Care Programme Approach process and shared case management.
4. To contribute to assessment of need including needs of carers.
5. To advocate for people using the service to ensure their wishes are heard and to ensure they receive the services they are entitled to.
6. To regularly visit people both at home or in preferred community settings and when required in hospital.
7. To assist people in accessing employment, education, training or volunteering opportunities.
8. To assist people to identify and take part in their local community including in the use of community and leisure facilities.
9. To contribute to the management and delivery of medication as required.
10. To operate in a person-centred, non-judgmental manner.
11. To participate in Multi-Disciplinary Team Meetings and any external meetings as required.

12. To maintain accurate notes which are kept securely on the database.
13. To ensure any areas of identified risk or concern are documented and raised within the team.

### **General Responsibilities**

1. To be responsible for their own personal and professional development as identified through supervision.
2. To attend appropriate educational and training activities as agreed with the Area Team Manager.
3. To work within Manchester Mind, the Trust and the team's policies and procedures, to ensure safe and quality practice.
4. To undertake management supervision and an annual appraisal with the Area Team Manager and participate in peer and team supervision.
5. To participate in audit and research activities as required.
6. To promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.
7. To participate in raising awareness of the role of the Manchester Engagement Team with other statutory and non-statutory agencies.

## Person Specification

\*All essential unless specified

### Knowledge and Experience

- Evidence of Continuing Professional Development.
- NVQ3 Level or other relevant mental health qualification. (DESIRABLE)
- Experience of working in a community setting.
- Experience of working with people with complex needs. (DESIRABLE)
- Experience of working with people with mental health needs.
- Experience of working in a collaborative way with colleagues and people accessing services.
- Experience of working in a way where people feel listened to and heard.
- Understanding of the issues and barriers faced by people with mental health needs.

### Skills and Personal Qualities

- Ability to work in a way which creates belonging, by which we mean developing kind relationships that lead to feeling accepted, understood and able to contribute.
- Ability to find creative solutions.
- Good communication skills where people they have been heard.
- Good organisational skills.
- Good IT skills.
- Willingness to work evenings, weekends and bank holidays.