



JOB DESCRIPTION

JOB TITLE:	Community Support Worker
BASE LOCATION:	49-51 Russell Street Kettering Northamptonshire NN16 0EN
RESPONSIBLE TO:	Service Manager CEO Kettering Mind Executive Committee
BASIC HOURS:	37 hours per week Flexible: Monday – Sunday will include evenings, weekends, Bank Holidays, cover weeks and occasional sleep-ins
SALARY:	Salary scale point 19–23 Sleep-ins paid at an additional hourly rate

SUMMARY – MAIN PURPOSE OF JOB

Use recovery principles to support individuals with mental health problems living in supported accommodation, their own homes and other community based locations, to ensure they receive all necessary assistance in the development of self-management strategies, personal and life skills to enable them to develop a lifestyle that promotes good physical and mental health.

Work alongside individuals in order to achieve short and long term goals outlined in personalised support plans. Enable individuals to achieve the fullest possible independence from support services by working with them to develop their skills and opportunities.

Adhere to Kettering Mind's policies and procedures, Mind's Quality Mark Standards and all Health and Safety standards and legal requirements.

KEY RESPONSIBILITIES

- 1) Implement individual support plans, which enable clients with daily living skills and meaningful activity to live an independent and fulfilling life.
- 2) Work alongside individuals to motivate, encourage and support them in achieving their goals outlined in the individual support plans; offering support in a way that promotes hope, independence, personal choice, dignity and respect.
- 3) To provide guidance and encouragement to individuals to take responsibility and actively participate in their own recovery and to make the best use of local community resources available to them.

- 4) To support individuals to develop self-management strategies, personal and life skills to enable them to grow in self-confidence and attain greater independence.
- 5) Ensure that client files are kept up to date and all information is recorded in a timely, respectful and accurate manner, adhering to all policies, procedures, relevant legislation, codes of practice and contractual obligations.
- 6) Pro-actively promote social inclusion and independence by developing and maintaining knowledge of local agencies and community resources to support individuals to make full use of them.
- 7) Adhere to all safeguarding, risk management, risk assessment and lone working policies and procedures. Maintain high levels of awareness in relation to the health and safety of yourself, colleagues and clients at all times.
- 8) To use initiative and undertake responsible decision making as commensurate with the grading and level of responsibility of the post.
- 9) Ensuring that tasks are completed within specified timeframes and all information is shared between relevant internal and external parties; keeping the Service Manager Leader and Manager fully informed at all times.
- 10) To travel between different service locations in the county as necessary.

Team Working

- 1) To work as part of a team to support the Service Manager and CEO in delivering a professional service.
- 2) To participate in team meetings and share relevant information with other team members when required.
- 3) In association with other team members to regularly review the effectiveness of the service in relation to service user's expressed needs and interests.
- 4) Work in line with the organisation's codes of practice and maintain good relationships internally and externally.
- 5) To work flexibly as part of a team on a rota based system, including cover weeks, evening, weekend, Bank Holiday shifts, and to provide cover for sleep-ins if required to ensure that service quality and provision is maintained at all times.

Support, Supervision & Training

- 1) To undertake an induction and familiarisation programme at Kettering Mind.
- 2) To prepare for and participate in regular supervisions and annual appraisals.
- 3) Take ownership and responsibility to look after personal Mental Health and Well-Being.
- 4) Complete training and qualifications identified as necessary for the role, taking responsibility for own continual professional development.
- 5) To participate in policy reviews as appropriate.

Other Duties

- 1) To gain a working knowledge of the aims, objectives and operations of Mind and to adhere to all agreed policies and procedures.
- 2) Work in accordance with the organisation’s vision, mission, goals and values.
- 3) Promote the work of the organisation and positive understanding, awareness and attitudes towards mental health.
- 4) This job description is not exhaustive and from time to time the post holder will be required to carry out other duties necessary for the operations of both the service and Mind.

Review of Job Description/Person Specification

This job description is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. It is the practice of Kettering Mind to regularly examine employee’s job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

Each manager and those working directly to him or her will jointly conduct this procedure. You will, therefore, be expected to participate fully in such discussions and, in connection to them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible then the right to effect changes to your job description after consultation with you is reserved. Appropriate notice of such changes will be given.

Employer signatureDate.....

Employee signatureDate.....

Kettering Mind is committed to Mind’s Quality Mark

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