



## Job Description

Post:	Support Time & Recovery Worker (Manchester Engagement Team)
Salary:	£19,048 pro rata pa plus weekend working enhancements (under review)
Hours:	17.5 hours per week
Annual Leave:	28 days per year, plus bank holidays pro rata
Reporting to:	Area Team Manager, Manchester Engagement Team
Employing Organisation:	Manchester Mind

### Summary of main duties and responsibilities

To 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. The post holder will work with care coordinators in supporting people within the Manchester Engagement Team in developing and delivering strategies that will promote inclusion, engagement and improved mental health.

### Main Duties

- To work with other team members with a holistic and multi-disciplinary approach.
- To contribute to the Care Programme Approach process and shared case management.
- To contribute to assessment of need including needs of carers.
- To advocate for service users to ensure their wishes are heard and to ensure they receive the services they are entitled to.
- To regularly visit service users both at home and when they are in hospital.
- To assist service users in accessing employment, education, training or volunteering opportunities.
- To assist service users to identify and take part in their local community including in the use of community and leisure facilities.
- To contribute to the management and delivery of medication as required.
- To operate in a client-centred, non-judgmental manner.
- To participate in internal and external meetings as required.
- To maintain accurate database and written records as required by the service.
- To ensure any areas of identified risk or concern are documented and raised within the team.
- To provide data returns for the Team Manager as required.

## **General Responsibilities**

- To be responsible for their own personal and professional development as identified through supervision.
- To attend appropriate educational and training activities as agreed with the Area Team Manager.
- To work within Manchester Mind, the Trust and the team's policies and procedures, to ensure safe and quality practice.
- To undertake management supervision and an annual appraisal with the Area Team Manager and participate in peer and team supervision.
- To participate in audit and research activities as required.
- To promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.
- 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 (PREFERRED).
- Experience of working in a community setting.
- Experience of working with people with complex needs.
- Experience of working with people with mental health needs.
- Experience of contributing to a team based approach.
- Knowledge of the Care Programme Approach.
- Understanding of the issues and barriers faced by people with mental health needs.

### **Skills and Personal Qualities**

- Possession of good written and oral communication skills.
- Ability to work independently yet as part of a team.
- Good organisational skills.
- Ability to form positive relationships with service users and carers.
- Ability to acknowledge diversity and promote anti-discriminatory practice/ equal opportunities.
- Basic IT skills.
- Willingness to work evenings, weekends and bank holidays.
- Willingness to participate in supervision.
- Willingness to work to Manchester Mind, The Trust and the service's policies and procedures.