



Job Description & Person Specification

Post:	Support Time & Recovery Worker (12 month fixed term contract)
Salary:	£21,748 per annum pro rata + 5% pension contribution
Hours:	37 hours per week (full time)
Annual Leave:	28 days per year + plus bank holidays
Reporting to:	Manager, North East / North West Teams
Employing Organisation:	Manchester Mind
Location:	McCartney House, Harpurhey

Job Description

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 Co-ordinators in supporting people within the 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. (DESIRABLE)
- 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 working in a collaborative way with colleagues and people accessing the service.
- Experience of working to people's strengths.
- Understanding of the issues and barriers faced by people with mental health needs.

Skills and Personal Qualities

- Good written and oral communication skills.
- Good organisational skills.
- 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.
- Good IT skills.
- Willingness to work evenings, weekends and bank holidays.