



## Job Description and Person Specification

Post:	<b>Support Time &amp; Recovery Worker (12 month fixed term contract)</b>
Salary:	<b>£21,748 p.a. + 5% pension contribution</b>
Hours:	<b>37 hours per week (full time)</b>
Annual Leave:	<b>28 days per year + plus bank holidays</b>
Reporting to:	<b>Manager, South Mersey CMHT</b>
Employing Organisation:	<b>Manchester Mind</b>
Location:	<b>South Mersey Community Mental Health Team</b>

## 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 collaboratively 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 people using the service to ensure their wishes are heard and to ensure they receive the services they are entitled to.
- To regularly visit people both at home and when they are in hospital.
- To assist people in accessing employment, education, training or volunteering opportunities.
- To assist people 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 person-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 in a person-centred and strengths based way.
- 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 work to find creative solutions.
- Good written and oral communication skills.
- Good organisational skills.
- Good IT skills.
- Willingness to work evenings, weekends and bank holidays.