



Job Description

Job title:	Support and Development Worker – One to One and Group Work
Hours:	Midlothian Community Mental Health and Wellbeing Services 21.75 per week
Salary:	£ 24,478 p.a. pro rata; Health in Mind scale Point 27 (Fixed)
Responsible to:	Team Leader - CLEAR
Location:	Midlothian, with travel and homeworking as required
Holidays:	30 days annual leave, 12 days public holidays
Contract length:	Open-ended

Purpose of Job

Support and Development Workers will work as part of a team offering trauma informed, person centred, recovery focussed individual and group substance misuse, mental health and wellbeing support throughout Midlothian.

Main Tasks

Service Delivery

- To support people accessing one to one and group support in line with Health in Mind organisational values, policies, and procedures
- To work alongside people to identify and work towards personal outcomes resulting in a greater understanding of their mental health and wellbeing, and improved quality of life. This will include use of support plans, outcome measures and reviews
- To provide blended support delivery including in person, online and by telephone
- To signpost and actively support people to access local community groups, activities, and services
- To develop and facilitate a range of evidence-based group work focussing on recovery and self-management approaches
- To maintain accurate records and documentation of your work, providing information for reports as required

- To involve peers and volunteers where they can add value to support. This will include recruitment, induction, training and ongoing support and supervision of volunteers
- To be flexible and responsive to meet the changing needs of people who use the service, and service delivery model
- To promote Community Mental Health and Wellbeing Support services across Midlothian

Partnership and Team Working

- To work effectively with other members of the team, wider organisational colleagues
- To develop effective relationships with partner organisations and groups including co-delivery of groups
- To actively contribute to team meetings and development sessions
- Where needed, to recruit, induct, train, support and supervise volunteers, working to organisation standards

Resource Management

- To claim expenses in line with organisational policy
- To ensure that authorisation from the Team Leader has been given prior to spend for venue hire and support activities

Managing Risk

- To undertake to risk identification, assessment and management within the Community Mental Health and Wellbeing Service within Midlothian including for people using services, volunteers, groups, and venues

Support, Supervision and Development

- The post holder will be part of the Midlothian Community Mental Health and Wellbeing Team, and will be required to attend regular team meetings
- The post holder will receive regular support and supervision from the Team Leader: CLEAR
- The post holder will have an annual appraisal which will include identifying learning and development needs
- The post holder will have access to learning and development opportunities through online learning, Health in Mind training and external training in line with identified need.

Other

- To demonstrate and promote Health in Mind Values and Approach and align with Health in Mind strategic objectives
- To uphold SSSC Codes of Practice
- To promote equal opportunities in the workplace and in service delivery.
- To undertake other duties as may reasonably be required by the post.

Additional Information

This post is subject to membership of the PVG Scheme.





Person Specification

Qualification	<p>Essential</p> <ul style="list-style-type: none"> • Good level of educational attainment <p>Desirable</p> <ul style="list-style-type: none"> • SVQ 3 Health and Social Care or equivalent qualification • Completion of Mental Health Peer Support Professional Development Award (or similar Peer Support Training)
Experience	<ul style="list-style-type: none"> • Has experience of providing substance misuse, criminal justice, or mental health and wellbeing support on an individual and group basis • Has experience of using self-management tools to support mental health and wellbeing in others • Has experience of adapting to new ways of working • Has experience of continually improving work practice and service delivery including reviewing procedures and ways of working
Knowledge	<ul style="list-style-type: none"> • Has clear understanding of substance misuse, criminal justice, mental health and wellbeing and recovery approaches • Has clear understanding of trauma informed practice • Has knowledge of self-help and self-management resources and tools • Has knowledge and understanding of professional boundaries and can maintain them • Has a clear understanding of confidentiality, disclosing information on a need-to-know basis
Skills and Abilities	<ul style="list-style-type: none"> • Always maintains professional standards • Manages time effectively to ensure tasks are completed and deadlines are met • Takes responsibility for own work • Is computer literate • Communicates both verbally and in writing, clearly and accurately and ensures the message is understood • Manage stress and uses both personal tools and organisational structures to maintain wellbeing; has awareness and confidence to ask for help • Open to change and continually improving practice • Able to convey sensitive or unwelcome information tactfully • Involves, consults, and listens to others, including people using services, and colleagues

Behaviours and Personal qualities	Essential <ul style="list-style-type: none">• Projects a positive image of Health in Mind• Demonstrates a commitment to Health in Mind values, policies, procedures, and relevant legislation• Keeps manager informed about progress and challenges• Be an active member of the team, contributing ideas for improvements and developments, inviting options of others• Willingness to reflect on work practice and be open to constructive feedback• Takes responsibility for managing own work life balance
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Special Conditions

This post is subject to membership of the PVG Scheme.

This post includes travel across Midlothian.

August 2021

