

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Recovery Support Worker
Community Links Engagement and Recovery (Clear)

POST:	Recovery Support Worker
SALARY:	NJC 12 - 17
ACCOUNTABLE TO:	Service Manager
RESPONSIBLE FOR	N/A
ORGANISATIONAL EXPECTATIONS:	
<p>Community Links aims to provide a high quality customer service adhering to the principles of best practice, promoting equal opportunities and working positively with diversity. Community Links is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.</p> <p>The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of Community Links at all times.</p>	
OUTLINE OF POST:	
<p>The post holder is responsible for contributing to a flexible, creative and responsive support package for individuals with mental health issues in the Kirklees area. Support is provided through the use of group work, activities and 1:1 support with emphasis on co-production. Essential to the post is the continued involvement of Service Users. The post holder will build and maintain positive relationships with Kirklees statutory and voluntary services in order to develop opportunities to meet the needs of service users.</p>	
MAIN TASKS:	
1.	Contribute to relevant and responsive support plans which identify any areas of risk and reflect the clients' aspirations for their own lives.
2.	To maximise service user involvement in all aspects of service provision and work in line with the principles of co-production.
3.	Ensure risk is assessed and managed in accordance with Community Links policy and procedure taking into account therapeutic risk-taking principles.

4.	Work in line with recognised approaches and interventions that are meaningful and promote recovery and responsibility.
5.	Carry a case load of clients; provide support in line with expectations and liaise effectively with all services appropriate to the clients support.
6.	Develop and deliver therapeutic groups and courses to a range of service users within the Clear service.
7.	Acknowledge and work flexibly with carers whilst respecting the overall wishes of the client.
8.	Enable planned move on from the service facilitating appropriate support pathways.
9.	Taking a lead on projects to aid service development
10.	Process referrals, assess potential clients and deal with general enquiries to the service in accordance with policy and procedures.
11.	To ensure that client records and other information systems are completed accurately and within agreed timescales.
12.	To ensure that support undertaken is meaningful, respectful, promotes self-determination and is in line with the individual support plan.
13.	To adhere to organisational policies and procedures relating to risk and personal safety.
14.	Keep up-to-date with policies, guidelines, procedures and practices.
15.	To contribute to the achievement of annually set individual and team targets.
16.	Participate in team meetings and other meetings as required.
17.	To represent Community Links in a knowledgeable and professional manner at all times.
18.	To maintain appropriate professional boundaries at all times.
19.	To identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
20.	To partake in Community Links Personal Development Review system.
21.	Any other duties commensurate with the grade and level of responsibility of this post.
	Please note this job description is intended to provide a guide to the general

	duties and responsibilities of the role, however the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Community Links.
--	--

PERSON SPECIFICATION

Recovery Support Worker CLEAR

The person specification should be read in conjunction with the job description. It is used at the short listing and interview stages to decide how suitable each candidate is to take on the role.

Community Links does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Commitment to continuous professional development	✓		A, I
Knowledge & Skills	Essential	Desirable	
Good verbal and written communication skills and numeracy skills sufficient to be able to make accurate reports and written records	✓		A, I
Good technical literacy of Microsoft Applications e.g. Word, Excel and Access etc.	✓		A, I
Good interpersonal skills including listening and display empathy	✓		A, I

Ability to undertake work with high degree of accuracy and strong attention to detail	✓		A, I
Creative approach to problem solving and overcoming barriers	✓		A, I
Ability to work to prioritise work and work to deadlines	✓		A, I
A sound knowledge base with regard to differing evidence-based approaches to mental health	✓		A, I
Ability to work in line with the principles of co-production	✓		A, I
Ability to facilitate groups and to positively manage group dynamics	✓		A, I
Understand and be able to work within a framework of positive therapeutic risk taking	✓		A, I
Ability to develop individual support plans	✓		A, I
Ability to work on own initiative and as part of a team	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
Second Language e.g. Urdu, Polish, BSL		✓	A
Experience	Essential	Desirable	
Experience of working collaboratively with a wide range of services	✓		A,I
Experience of mental health as a worker, carer, volunteer or service user	✓		A,I
Experience of producing and developing support plans with clients	✓		A,I
Experience of working alongside volunteers		✓	A
Experience of developing and delivering programmes of group-work, courses or training		✓	A,I
Relevant professional mental health qualification		✓	A