

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

Changes / Liaison & Diversion

POST:	Liaison & Diversion - Complex Needs Worker
SALARY:	NJC Scale Points 15 - 22
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 will based in the Kirklees Liaison & Diversion Team, focusing on identification, assessments and ongoing support referrals for clients with Personality Disorder and / or Complex Needs.</p> <p>The post holder will also hold some responsibilities within the Changes Service 1-2 days per week and assist the Changes Team to support individuals reduce offending behaviour, increase independence and encourage personal responsibility.</p> <p>The post holder will post build and maintain positive relationships with Kirklees statutory and voluntary services as effective interagency working is paramount to the role.</p>	
MAIN TASKS:	
1.	Within the Changes Service, to provide intensive, assertive outreach support to a small caseload of clients and to run group courses for clients with the aim of helping them maintain and improve their quality of life and to reduce offending and risky behaviours.

2.	Within Liaison & Diversion to support with identification, assessment, and ongoing referrals into appropriate support services, predominantly clients with Personality Disorder and / or Complex Needs into specialist services e.g., Changes.
3.	To deliver as required consultation and personality disorder awareness workshops within Kirklees.
4.	To develop effective working relationships with both statutory and third sector mental health services, to facilitate pathways and access to services for our client group.
5.	To apply a psychological formulation approach to working with individuals with Personality Disorder.
6.	To assess risk and agree risk management plans promoting recovery and responsibility through therapeutic risk taking.
7.	To ensure that client records and other information systems are completed accurately and within agreed timescales.
8.	To complete as required court reports or other relevant reports as directed by management.
9.	To ensure that support undertaken is meaningful, respectful, promotes self-determination and is in line with the individual support plan.
10.	To adhere to organisational policies and procedures relating to risk and personal safety.
11.	To contribute to the achievement of annually set individual and team targets.
12.	To participate in regular supervision.
13.	To represent Community Links and Liaison and Diversion in a knowledgeable and professional manner at all times.
14.	To maintain appropriate professional boundaries at all times.
15.	To identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
16.	To partake in Community Links Personal Development Review system.
17.	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 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

Case Worker

The person specification should be read in with the job description. It is used at the short listing and interview stage 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 a commitment and enthusiasm for working with our client group	✓		A, I
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A, I, E
Demonstrate a commitment to enabling and empowering clients to become actively involved in Community Links	✓		A, I, E
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
Knowledge & Skills	Essential	Desirable	
Good verbal, written and numeracy skills sufficient to be able to make accurate 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, E
Creative, flexible and imaginative approach to working with people with mental health problems	✓		I, E
Motivated to learn and develop understanding of personality disorder, to develop self and others to work more positively with the client group	✓		A, I, E

Understanding of mental health issues, services and legislation	✓		A, I, E
Ability to assess and manage risk within a therapeutic framework	✓		A, I
Understanding of issues relating to offending behaviour and working effectively with this client group	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Language skills e.g. Urdu, Polish, BSL, etc.		✓	A
Experience	Essential	Desirable	
Experience of using assessment tools and developing support plans	✓		A, I
A sound understanding of effective Care Co-ordination its underpinning principles and guidance	✓		A, I
Experience of mental health either as service user, carer, worker or volunteer	✓		A, I, E
Experience of working with groups		✓	A, I, E

