

JOB DESCRIPTION: BANK PROJECT WORKER

JOB TITLE:	Project Worker
LOCATION:	Eastbourne and Seaford, East Sussex
REPORTING TO:	Service Manager
HOURS:	37.5 (full time) per week.
SALARY:	£8.50 per hour.

JOB SUMMARY:

To provide recovery focussed support to vulnerable clients, with mental health and other complex needs, while in a residential and supported living service. Staff will be required to ensure that clients are supported in a wide range of needs such as; accessing mental health/addiction and health services, support with benefits, general practical help, budgeting, life skills, promoting health, independence and quality of life and engaging with community activities. To participate, efficiently and effectively, in the daily tasks that coordinates the service's delivery in line with East Sussex County Council's requirements.

MAIN TASKS:

1. To work in a residential and supported living service with people who have identified mental health needs and provide recovery focussed emotional and practical support.
2. To work flexibly, including weekend and evening shifts as part of a rota system with some flexibility as client needs may dictate. Participation in the on-call rota (to cover for emergencies) and be able to get to the project within 1 hour.
3. To support clients to identify and attain their individual aspirations and goals, through one to one key-work sessions, using the recovery star as a model of support planning.
4. To compile with the clients, high quality support plans and risk assessments and review them every 3 months or more frequently as required.
5. To manage your own a case load of clients and coordinate shifts in the project.

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6. To participate in the domestic duties of running the house such as, cooking cleaning, reporting health & safety issues when required.
7. To support clients in developing and maintaining independence skills, in all activities of daily living (cooking, cleaning, personal care, accessing the community, using public transport, shopping, budgeting etc.).
8. To support clients to manage their own finances and to maximise their income via welfare benefit checks, making new benefit applications (i.e. Housing benefit), support with budgeting, bills, rent payments and reducing any debts.
9. To assist clients, when necessary, with their personal care (e.g. medication, drinking and eating, oral care, washing, dressing etc.).
10. To encourage socialising by creating an environment where clients can receive support and have social interactions in a welcoming, calm and safe place.
11. To support clients to manage their own accommodation, finances and to maximise their income via welfare benefit checks, making new benefit applications.
12. To aid, promote and encourage client involvement in social, leisure, vocational and educational activities or other relevant services in the area that will assist them in attaining their goals and aspirations.
13. To boost the opportunities available for clients accessing the service by making links with other statutory and voluntary organisations in the area.
14. To signpost relevant services to clients, encouraging independence in accessing these (e.g. in the case of move-on, lettings agents, Local Authority Housing Departments, Supporting People Floating Support workers).
15. To ensure that clients accessing the service are given opportunities to access a wide range of activities in the community including education, sport, arts and culture.
16. To assist in the assessment process for new referrals by collecting relevant information and documents, liaising with relevant professionals. Organising and preparing the assessment process. Meeting with clients to assess whether the service can meet their individual needs.
17. To attend client review meetings with Care Managers and other health professionals to give a factual account of the client's progress, to document

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- the meeting and any outcomes alongside representing Jiva Healthcare in a professional manner.
18. To type reports and document on a daily basis any interactions, observations, behavioural changes or lack of, with the clients placed in the service.
 19. To facilitate and encourage regular House meetings, ensuring clients are involved in all areas of the service they receive and the running of their project.
 20. To complete the induction process, attend training, meetings, identify areas for self-development/further training, and actively contribute towards monthly supervisions and annual appraisals.
 21. To liaise, promote and work in partnership with other Jiva Healthcare services available in the local area.
 22. To support clients, if needed, in carrying out regular Health & Safety checks, to identifying and report any concerns via regular risk assessments. To respond appropriately, and within Jiva Healthcare's Health & Safety policy.
 23. To be aware of and work within Jiva Healthcare's policies and procedures.
 24. Any other reasonably required tasks, appropriate to the grade and character of the post.