**JOB TITLE:** Project Support Worker- Nights

**LOCATION:** Seaford, East Sussex

**REPORTING TO:** Service Manager

**HOURS:** Full time or Part time (hours to be identified for each post).

**SALARY:** £15,500 per annum pro-rata

**JOB SUMMARY:**

To provide recovery focussed 24/7 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.
* Supporting with benefits and budgeting.
* General practical help with life skills, promoting health, independence and quality of life as well as engaging with community activities.

To participate efficiently and effectively in the daily tasks that co-ordinate the services’ 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.
3. To work night shifts as part of a rota system, providing a calm and safe environment for all clients with the ability to manage a crisis whilst lone working.
4. To support Primary Keyworkers in enabling clients to meet their individual aspirations and goals identified in their support plan.
5. To support the Primary Keyworker in the assessment process for clients support plans and risk assessments.
6. To assist Primary Keyworkers in enabling and supporting clients to access social, recreational and educational activities within the community.
7. To participate in domestic duties such as cooking, cleaning and reporting health & safety issues when required.

1. To support clients as directed, in developing and maintaining independence skills in all activities of daily living (cooking, cleaning, personal care, accessing the community, using public transport, shopping and budgeting).
2. To support clients as directed, to manage their own finances as identified in each client’s support and risk assessment plans.
3. To assist clients, when necessary, with their personal care including washing, dressing, oral care, continence, medication and food and fluid intake.
4. To encourage socialising by creating an environment where clients can receive support and have social interactions in a welcoming, calm and safe place.
5. To support clients as directed, to maintain their accommodation by adhering to the terms of their tenancy agreements.
6. To aid, promote and encourage client involvement in health, culture, social, leisure, vocational and educational activities as well as accessing other relevant services in the area that will assist them in meeting their goals and aspirations.
7. To support clients and Primary Keyworkers with signposting relevant move-on services for clients (Lettings Agents, Local Authority Housing Departments, Supporting People Floating Support Workers) whilst encouraging their independence in accessing these.

1. To assist in the assessment process for new referrals as directed.
2. To assist in the client review meeting process as directed.
3. To document on a daily basis any interactions, observations, behavioural changes (or lack of) for each client.
4. To support clients to attend regular meetings, ensuring clients are involved in all areas of the service they receive and the running of their project.
5. To complete the induction process, attend training, meetings, identify areas for self-development/further training, and actively contribute towards regular supervisions and annual appraisals. To work as an effective team player.
6. To represent Jiva Healthcare Ltd s required, in a professional manner and develop effective working partnerships with services available in the local area.
7. To support Primary Key workers in carrying out regular Health & Safety checks with clients for the purpose of identifying and reporting any concerns and providing information to update risk assessments in accordance with Jiva Healthcare Ltd’s Health & Safety policy.
8. To be aware of and work within Jiva Healthcare’s policies and procedures.
9. To carry out any other reasonably required tasks as required by a permanent member of staff or supervisor.