**JOB TITLE:** Project Worker

**LOCATION:** Seaford, East Sussex

**REPORTING TO:** Service Manager

**HOURS:** 37.5 hours per week

**SALARY:** £16,500 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 with 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 meet 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 support plans and risk assessments with the clients, reviewed 3 monthly or more frequently if required.
5. To manage own case load of clients and co-ordinate shifts in the project.
6. To participate in domestic duties such as cooking, cleaning and reporting health & safety issues when required.

1. 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 and budgeting).
2. To support clients to manage their own finances by carrying out welfare benefit checks, making new benefit applications such as Housing Benefit, as well as supporting with budgeting, bills, rent payments and reducing any debts.
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 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 access other relevant services in the area that will assist them with their goals and aspirations.
7. To signpost relevant move-on services to 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 by collecting relevant information/documents and liaising with relevant professionals with the view of organising and preparing the assessment process. Meeting with clients to assess whether the service can meet their individual needs.
2. To attend client review meetings with Care Managers and other health professionals to give a factual account of the client’s progress and to document the meeting and any agree outcomes.
3. To complete written reports and 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 in a professional manner and develop effective working partnerships with services available in the local area.
7. To support clients in carrying out regular Health & Safety checks with the view of identifying and reporting any concerns and updating 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.