Job Description:

Social Inclusion Project Worker

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| **Job Title:** | Social Inclusion Project Worker |
| **Grade & Salary:** | WM4(sc4) SP22 24,218.00 |
| **Hours of work:** | 37.5 hours |
| **Accountable to:** | Wellbeing Hub Manager |
| **Functional Responsibility:** | User engagement and recovery |
| **Job Purpose:** | To work with and co-produce service users journeys through appropriate services, and facilitate their growth and recovery, ensuring all monitoring and other statutory and funding requirements are met |

Main Responsibilities

**Central to this role is empowering service user led initiatives. You’ll identify leadership roles and opportunities for them to lead on projects and group delivery.**

* To ensure that service users voices are heard, you’ll hold weekly meetings:
* Tracking group attendance.
* Ensuring service users experiences is documented to identify what is working well and what is not.
* Reporting and typing up minutes to feedback to service users.
* Delivering workshops.
* To be actively involved in taking lead roles, planning, and reporting on wellbeing events held at the Tooting Hub.
* To provide flexible and responsive support, based on the needs and aspirations of service users that promote social inclusion and recovery.
* To carry out person centred assessments and manage a caseload of clients.
* To support people with mental health problems on their recovery journey.
* To work with service users to identify goals and how to achieve them.
* To work with service users to facilitate access to appropriate services to progress their growth and recovery.
* Initiate, develop, execute, and supervise activities as required at the Tooting Hub.
* Review and reflect the recovery journey with the service users using the Mental Health measuring tools required.
* To assist in developing community links and partnerships with other agencies.
* Liaise with Care Coordinators and other professionals to ensure service users experience a joined-up service.
* To recruit and supervise volunteers, obtaining DBS clearance, references and providing induction and support.
* To ensure records are maintained and updated within the guideline of the appropriate policies.
* To ensure that all staff are aware of, and follow the procedures of, Brent, Wandsworth, and Westminster Mind’s Safeguarding of Vulnerable Adults.
* To comply with all policies and procedures instituted by Brent, Wandsworth and Westminster Mind and participate as an active member of the Wandsworth community.
* Assist in the general day-to-day office duties as directed.
* Any other tasks commensurate with the grade.

Person Specification

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| **Element** | **Description** | **Essential/desirable**  **(E/D)** |
| **Qualifications** | Degree qualification or equivalent in mental health, social care, volunteering, or a related field | E |
| **Experience** | Experience working within a mental health setting | E |
| Experience of providing advice, guidance, and training to others | E |
| Experience of delivering presentations and marketing services | E |
| Experience of networking and liaising with referrers and community based organisations | E |
| **Knowledge/ Skills** | Demonstrable experience of developing innovative ways to promote services | E |
| Excellent written and oral communication skills | E |
| Intermediate MS Office skills (including Word, Excel and PowerPoint); ability to use database systems | E |
| Ability to carry out quantitative and qualitative data analysis for reporting purposes | E |
| Ability to work within a fixed budget | E |