

## Job Description

<b>Job Title:</b>	Senior Mental Health Worker
<b>Location:</b>	London, Forest Hill (onsite and homebased)
<b>Hours:</b>	37 hours per week (7 day rota) including bank holidays
<b>Salary:</b>	Grade 3 (lower) Point 20-23
<b>Service:</b>	Lewisham Supported Housing
<b>Reports to:</b>	Project Manager

## Principal Accountabilities

To take a leading role in service delivery, promotion and development of the service as delegated by the Project Manager. The senior will supervise and support staff and volunteers and be 'officer in charge' in the absence of the Project Manager. The priority of the responsibilities of the job description below will be established in consultation with, and as directed by the Project Manager.

1. To act as 'officer in charge' in the absence of the project manager with regard to leading the team and service user support within our three houses.
2. To be responsible for on call planning and participate in the emergency out of hours on call rota (telephone advice and support only)
3. To hold a small case load and carry out all key working requirements
4. To supervise staff and volunteers and support their work with a focus on outcomes and safeguarding quality standards
5. To lead on organising and overseeing Social Work student placements
6. To organise and facilitate the delivery of workshops by staff and volunteers.
7. To liaise with Housing Department and Lewisham Pathways manager with regard to referrals, organising interviews of prospective service users, allocation and independent move on.
8. To ensure health and safety process and legal requirements in the houses are completed through regular audits, ensuring repairs are reported and carried out in a timely manner and safe and fit to live in.

9. To ensure the service delivery meets the requirements of the 'Quality Assessment Framework' and to lead particular development of aspects of the service as directed by the project manager.
10. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
11. To ensure the implementation of Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

### **Person Specification**

1. Educated to level three or above with a recognised professional qualification in social work, health, education or equivalent, and evidence of a commitment to continuing learning and professional development.
2. Two years' experience of supporting people with mental health issues in supported housing or similar environments.
3. Experience of supervision of volunteers or staff.
4. Experience of delivering groups and other workshops with clear aims and evaluation.
5. Knowledge of using outcome tools and supporting service users in working towards their personal outcomes.
6. Knowledge of how mental health impacts on service users and their families.
7. Knowledge of trauma informed practice.
8. Knowledge of how service users may be vulnerable to exploitation and the use of safeguarding protocol.
9. Knowledge of Health and Safety and risk assessment protocols for buildings, activities and service users and to protect your own and others' health, safety and welfare.
10. To comply with Family Action's Data Protection/GDPR Policy and ensure staff are compliant in their daily activities.

11. Understanding of the centrality of Equality, Diversity and Inclusion to all people's lives, addressing equality in service design and delivery and understanding the impact of discrimination on service users mental health and wellbeing.
12. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a. Being **people** focused
  - b. Reflecting a '**can do**' approach
  - c. Striving for **excellence** in everything we do
  - d. Having **mutual respect** for everyone we work with, work for and support through our services
12. Ability to work flexibly in relation to the needs of the service and as directed by the Project Manager.
13. Ability to work weekends and bank holidays as part of a 7 day rota.