

**Dear Applicant,**

Thank you for your interest in the post of Recovery Worker. This is an exciting post that offers the opportunity to work with one of the leading mental health organisations in Scotland. We support around 1600 adults and young people every week. With over 400 staff across Scotland, we work to promote mental health and wellbeing for all, prevent mental ill health for people who are 'at risk' and to support people with mental health problems.

## **Working with Penumbra**

It is one of our key strategic objectives to support, value, develop and involve all of our staff. We seek to ensure our employees have a working environment that enables them to feel safe at work, have the necessary skills they need, and access to the learning opportunities to fulfil their potential.

Our most recent staff survey found:

- 95% of staff would recommend Penumbra as a good place to work
- 95% of staff feel they have a competitive benefits package when compared to other third sector organisations
- 96% of staff are proud to tell people they work for Penumbra
- 90% of staff look forward to coming to work

Working with Penumbra offers you the opportunity to -

- work with a leading provider of mental health services
- gain qualification in health and social care ( role and service specific)
- learn new skills and work with award – winning tools and approaches
- develop personally and professionally through support and supervision
- develop new ideas within a culture that support innovation and continuous improvement
- coach other members of the team in recovery approaches
- access support at any time through employee assistance programme
- access to lone-working procedure so you can get help at any time

## Recovery

Recovery means to experience positive wellbeing and to have the opportunity to live as full a life as possible. A Recovery Worker is therefore someone who supports and enables people to achieve their goals and maximise their potential.

A Recovery Worker is therefore...

- Compassionate
- Respectful
- Hopeful
- Reliable
- Willing to Learn
- Open to new ideas
- A good team player
- A good communicator
- Creative
- Solution - Focused

## Application Process

All applicants must complete and submit an application.

Please visit [www.penumbra.org.uk/vacancies](http://www.penumbra.org.uk/vacancies) to complete an online application form or to download a .doc or .pdf form.

**Closing date for applications is: 1/9/19**

**Interviews will be held on: 12/9/19**

Applications can be completed online or sent to: [recruitment@penumbra.org.uk](mailto:recruitment@penumbra.org.uk)

Good luck with your application.

Yours sincerely

*Recruitment Team*

## Job Description

**Job Title:** Recovery Worker

**Responsible To:** Service Manager

**Salary:** £17,255 - £17,864 per annum (£9.15 – £9.48/hr equivalent)

**Working Hours:** 36.25 hours per week

**Location:** Glasgow (Alcohol related brain damage service)

**Leave:** 33 days (pro rata)

**Special Conditions:** Hours include: evenings, weekends, waking night shifts.  
Local travel may be required.

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## Job Summary

Recovery Workers work in small collaborative teams to provide people with recovery focused support to enhance their mental wellbeing. In line with Penumbra's values, Recovery Workers assist people who use the service to work towards their individual outcomes and identified goals, as detailed in their personal plan.

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## Main Duties and Responsibilities

- Assist people who use the service to work toward their identified goals, and move towards a brighter future as per the agreed personal plan..
- Use Penumbra's Recovery tools (e.g. I.ROC, HOPE toolkit)
- Assist with personal care when required.
- Update and maintain relevant recording systems, including computer based systems.
- Work collaboratively within Recovery Teams, led by a Recovery Worker.
- Meet regularly with their recovery Teams to review progress, approach concerns and plans for moving forward
- Assist in the delivery of wellbeing workshops.
- Assist in project work as required.
- Work in cooperation with colleagues, and staff from other agencies.
- Work in accordance to Penumbra's policies and procedures.
- Work in accordance to the SSSC Code of Practice.
- Keep up to date with sector and organisational developments.
- Register with the SSSC if appropriate (Practitioner if working in a Care Home, Worker if in Housing Support)

## Person Specification

<b>Qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Good level of educational attainment</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Working towards SVQ3 or equivalent as defined by the SSSC</li> </ul>
<b>Knowledge and Experience</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience of being in a supportive and enabling role</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience working with a person-centred approach</li> <li>• Experience of working in the mental health field</li> </ul>
<b>Core Competency – Working with Others</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Builds good working relationships with team members.</li> <li>• Works co-operatively with other professionals as required.</li> </ul>
<b>Core Competency – Learn and Apply</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Is aware of own strengths and development needs.</li> <li>• Demonstrates commitment to keeping knowledge, understanding and skills up to date.</li> </ul>
<b>Core Competency – Communication</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Speaks and writes clearly and accurately and ensures the message is understood.</li> <li>• Explains clearly and accurately issues, policies, procedures and other pertinent information.</li> <li>• Conveys sensitive or contentious information tactfully.</li> </ul>
<b>Core Competency – Managing Self</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Is open to change and continually improving practice.</li> <li>• Has the awareness of when to ask for help and has the confidence to do so, where appropriate.</li> </ul>
<b>Core Competency – Professionalism</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to Penumbra’s values.</li> <li>• Works to policies, procedures and relevant legislation.</li> <li>• Maintains sound ethical and professional standards at all times.</li> <li>• Has a clear understanding of confidentiality, disclosing information only to those who have the right and need to know.</li> <li>• Projects a positive image of Penumbra at all times.</li> </ul>

**Role Specific  
Competency –  
Supporting People**

**Essential**

- Supports individuals in line with organisational values, policies and procedures.
- Understands recovery and works with a recovery focused approach.
- Consistently works with a person-centered approach.
- Supports supported peoples' rights to control their lives and make informed choices about the services they receive.
- Protects the rights and promote the interests of supported people.

For more information about Penumbra: [www.penumbra.org.uk](http://www.penumbra.org.uk)

For enquiries about the position please contact: [recruitment@penumbra.org.uk](mailto:recruitment@penumbra.org.uk)

or 0131 475 2380

Penumbra, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY

T 0131 475 2380 | F 0131 475 2391

W [www.penumbra.org.uk](http://www.penumbra.org.uk) E [enquiries@penumbra.org.uk](mailto:enquiries@penumbra.org.uk)