

POSITION DESCRIPTION

POST TITLE:	Transforming Lives Worker
HOURS OF WORK:	35hrs per week (full time) – evenings & weekend work will be required
SALARY GRADE:	£21,204 – 23,266
RESPONSIBLE TO:	Senior Team Leader - Transforming Lives
BRIEF DESCRIPTION:	<p>Healthy n Happy Community Development Trust (HnH) Vision is to make Cambuslang and Rutherglen the healthiest and happiest places to live in Scotland. HnH is an ambitious, energetic and successful community led organisation.</p> <p>The key purpose of the Transforming Lives Worker is to work with people so they can achieve their personal goals, building personal capacity and generating positive health and wellbeing, by:</p> <ol style="list-style-type: none">1. Being a key worker, facilitating people's access into services and activities both within Healthy n Happy and services across Cambuslang and Rutherglen.2. Coordinating and facilitating 1 to 1 and group inputs that generate positive health and wellbeing (including mental health), enable self-management, enhance family relationships, break down stigma and isolation and facilitate pathways into volunteering.3. By engaging and building relationships with individuals, groups and communities across Cambuslang and Rutherglen and promoting our work to new and existing stakeholders <ol style="list-style-type: none">1. Work with people to identify issues and/or objectives important to them, working with their strengths, assets and related actions that will achieve their goals.2. Enable people to participate in a range of appropriate activities that support their goals. This will be across the whole organisation as well as generating and facilitating external referrals as appropriate.3. Actively engage with people in their community on a detached and outreach basis, in order to generate referrals, and to provide information and resources that promote health and wellbeing (including anti stigma) and opportunities for people to access support.4. Actively recruit and support volunteers, ensuring that they are fully inducted, access relevant training and receive support in order for them to have a valuable experience volunteering with HnH.5. Be responsible alongside the team for oversight of the person centred planning process, including initial engagement, referral and recruitment, introduction to activities (and relevant workers), undertake regular reviews, revise plans/activities and facilitate exit (intake/assessment/planning/action/review/exit).

6. Self-manage an active caseload effectively, from referral, allocation and initial assessment through to planning, review and facilitated exit.
7. Work with the Senior Team Leader in order to manage and support people who may have complex challenges, issues and/or behaviours (e.g. boundary management, child and vulnerable adult protection concerns, etc.).
8. Organise and coordinate events, activities, workshops and courses that generate positive health and wellbeing and achieve intended outcome/s.
9. Facilitate and lead on events, activities, workshops and courses that generate positive health and wellbeing, both within HnH and across the range of community areas in Cambuslang and Rutherglen.
10. Identify and flag any issues of concern, knowing when to seek guidance and support when necessary.
11. Work closely with all HnH departments to ensure people are offered and involved in as many relevant activities as appropriate.
12. Provide operational support to Transforming Lives hourly rate workers and volunteers.
13. Liaise and work with a range of external providers, being clear on where we can support someone through HnH delivery and the areas where we can't. Facilitate strong multiagency referrals and joint planning wherever possible and required. Be able to advocate, negotiate and plan with external providers.
14. Undertake regular reflection on your practice and actively participate in relevant case discussions in order to inform further learning and development.
15. Keep all case coordination/database systems up to date at all times and complete all monitoring and evaluation statistics & case studies as required.
16. Liaise closely with other statutory, voluntary and community organisations locally and throughout South Lanarkshire, and maintain strong working partnerships, ensuring positive promotion of the programme and Healthy n Happy. Be able to liaise accordingly in a professional manner.
17. Support and contribute to organisational information and promotion systems (e.g. CRM/database, website, local papers) ensuring that they are up to date and that the team promote all relevant schemes.
18. Adhere to Healthy n Happy standards, policies and procedures and team plan at all times.
19. To contribute as an active member of the team and be accountable to the Board of Directors and to local people.
20. Undertake any other duties and responsibilities mutually agreed which are within the scope of the post.

PERSON SPECIFICATION

Person Specification – Transforming Lives Worker

Successful candidates will be required to have/apply for PVG membership

(E = Essential D = Desirable)

QUALIFICATIONS

- E Relevant experience
- D Relevant qualification

SKILLS

- E Good written and verbal communication skills
- E Good interpersonal skills
- E Planning, co-ordination and organisational skills
- E Good ICT skills
- E Delivery, training and presentation skills
- D Facilitation skills

EXPERIENCE OF WORK

- E Working with volunteers and with communities
- E Delivering workshops and/or training in an informal and/or educational context
- E Setting up and using monitoring systems
- E Working with a range of groups of all ages
- E Working with people with varied levels of ability
- E Enabling community participation and engagement
- E Collaborative working with local agencies, community groups and project participants
- D Creating promotional materials and organising public events

KNOWLEDGE AND UNDERSTANDING OF

- E Principles and methods of working with people in complex circumstances
- E Principles and methods of case coordination and person centred planning
- E Principles and methods of engaging local people and groups in community activities
- E Group facilitation, both with adults and young people
- E Communities in Cambuslang, Rutherglen
- D Social model of health and community-led approaches

PERSONAL ATTRIBUTES

- E Ability to work on own initiative and as part of a team
- E Flexible with a can-do attitude
- E Confident communicator in one to one and group settings
- E Proactive, self-motivating and good initiative
- E Enthusiasm
- E Non-judgemental approach
- E Sense of humour
- E Commitment to being environmentally friendly