



## Community Link Worker

### Job Description

<b>Job Title:</b>	Community Link Worker
<b>Responsible To:</b>	Support Manager
<b>Salary:</b>	£21,339 - £24,993 p/a (£10.97 to £12.79 p/h equivalent) (pro rata)
<b>Working Hours:</b>	22.5 hours per week
<b>Location:</b>	Edinburgh
<b>Leave:</b>	33 days per annum including public holidays (pro rata)

**Special Conditions:** This is a fixed term contract until 31st March 2023.

The deadline for applications is **Monday 18<sup>th</sup> January 2021** at **12:00 noon**.

---

### Job Summary

The Community Link Worker will support people in a locality to make a positive difference to their personal and community assets. The Community Link Worker will take a person-centred approach and support people to identify issues affecting their health and wellbeing; identify personal outcomes and priorities; overcome barriers to achieving goals; support access & engagement with local and national agencies & services.

The Community Link Worker will also work to connect primary care, social care services, 3<sup>rd</sup> sector agencies and community resources to provide person-centred, joined-up solutions for people that promote health and wellbeing.

The Community Link Worker will provide regular reports to external agencies on outcomes achieved.

---

### Main Duties and Responsibilities

- Provide flexible, person-centred support to people who access the service.
- Design and delivery flexible approaches that improve health and wellbeing
- Assess community priorities and liaise with other agencies to co-produce effective responses.
- Link with a wide range of other providers including Primary Care, specialist mental health services, social care services and the wide range of community resources.

- Establish an effective relationship with people who use the service in accordance with Penumbra's policies and procedures
- Be responsible for maintaining the relevant systems of documentation and provide accurate information and reports as required
- Be flexible and responsive to meet the changing needs of supported people, the Community Link Network and the organisation, within the agreed criteria
- Participate in training activities and meetings as required
- Uphold Penumbra's Code of Practice
- Register with the SSSC if appropriate (Supervisor) and maintain post-registration training and learning log to meet ongoing registration requirements
- Providing Line Management Support and Supervision to other staff within Community Link Network as required
- Other duties, deemed appropriate to this grade, as and when required

### Person Specification

<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• SVQ 3 In Health &amp; Social Care or equivalent, as defined by the SSSC (or willingness to work towards)</li> </ul>
<b>Knowledge and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge of and experience of evidence based, solution focused approaches</li> <li>• Illustrate experience of assessing and prioritising need within a group of people using services.</li> <li>• Experience of supporting people in emotional distress</li> <li>• Experience of supporting people with multiple health needs</li> <li>• Experience of a holistic, person-centred approach to recovery</li> <li>• Core IT skills and ability to input data, basic word processing, manage emails</li> <li>• Experience of multi-agency liaison</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working in an autonomous role</li> <li>• Experience of supervising individuals</li> <li>• Knowledge of data management, performance monitoring and reporting.</li> </ul>
<b>Working with Others</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to build and maintains robust and co-operative relationships with team members and colleagues throughout the organisation</li> <li>• Builds co-productive relationships, develops networks and promotes partnership working with other professionals and agencies</li> <li>• Is aware of unspoken thoughts, concerns or feelings and is skilled at helping people to voice these safely.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Actively participates and provides valuable contributions to the project work of other organisations, professionals and the sector</li> </ul>
<b>Learn and Apply</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Can Contribute to an organisational culture which values continuous professional development</li> <li>• Demonstrates on-going positive and constructive self-reflection and resulting improvements</li> </ul>

	<ul style="list-style-type: none"> <li>• Makes best use of own strengths and finds ways to overcome personal challenges</li> </ul>
<b>Communication</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Is skilled at explaining complex information concisely, clearly and accurately to inform and persuade others to take action</li> <li>• Produces structured, accurate and concise written reports</li> <li>• Ensures a high level of two-way communication with all stakeholders</li> <li>• Adheres to and actively promotes the core values of Penumbra</li> </ul>
<b>Managing Self</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Manages own work life balance, and assists others to do the same as appropriate</li> <li>• Uses research and evidence from practice to inform change within the organisation</li> <li>• Is skilled at remaining positive and finding solutions to overcome adversity</li> <li>• Engages in open and reflective debate and provides constructive comments about proposed changes</li> </ul>
<b>Professionalism</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Develops clear, realistic, timely plans to produce desired results and ensures that action is taken to deal with any changes as they arise</li> <li>• Works to support a culture in which service quality and customer satisfaction are an organisational priority</li> <li>• Maintains sound ethical and professional standards at all times, reporting wrongdoing and encouraging others to do the same</li> <li>• Manages time effectively to ensure tasks are completed and deadlines are met</li> </ul>
<b>Supporting People</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Consistently works with a person-centred approach</li> <li>• Is kind and compassionate in all interactions</li> <li>• Strives to establish and maintain the trust and confidence of people using the service.</li> <li>• Promotes organisational values, policies and procedures</li> <li>• Support people to exercise their rights, independence, and choice whilst ensuring people are as far as possible protected from danger or harm.</li> </ul>

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

For enquiries about the position please contact:

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)