

**Dear Applicant,**

Thank you for your interest in the post of Recovery Practitioner. 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 Practitioner is therefore someone who supports and enables people to achieve their goals and maximise their potential.

A Recovery Practitioner 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.

**Closing date for applications is: Monday 9<sup>th</sup> August 2021 at 7pm. *Extended deadline – previous applicants need not apply.***

**Interviews are expected to be held on: w/c 16<sup>th</sup> August 2021, via Zoom**

Good luck with your application.

Yours sincerely

*Recruitment Team*

## Job Description

**Job Title:** Recovery Practitioner

**Responsible To:** Support Manager

**Salary:** £20,250 - £21,341 per annum (£10.38 - £10.94/hr equivalent)

**Working Hours:** Full time – 37.5 hours. 1 post available.

**Location:** East Lothian

**Leave:** 33 days per annum including public holidays

**Special Conditions:** Local travel (driving license and access to a car preferable). Evenings and weekends may be required.

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## Job Summary

To assist people who use the service to establish and maintain a meaningful and fulfilling life in the community. Recovery Practitioners play a central role in the planning and provision of quality, recovery focused support to people who use the service. You will therefore ensure that all activities are hopeful and personalised.

East Lothian Services team support individuals across East Lothian, both in a community setting and individual tenancies. Recovery Practitioners have an oversight of small Recovery Teams placed in geographical localities across the county. You will provide guidance, support and supervision to individual Recovery Workers and/or Peer Workers. You will work closely with Support Manager to ensure excellent service delivery characterised by choice, compassion and flexible support.

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## Main Duties and Responsibilities

- Establish an effective relationship with people who use the service in accordance with Penumbra's policies and procedures.
- Develop outcome-based personal recovery plans for each supported person that promote self –management and social inclusion.
- Co-ordinate delivery of recovery focused support.
- Provide practical support and supervision to Recovery Workers and/or Peer Workers as required.
- Develop effective relationships with other groups and agencies in your area and take opportunities to promote mental health awareness in the wider community.
- Be responsible for maintaining the relevant systems of documentation.
- Provide accurate information and reports as required.
- Provide formal input to Care Management reviews as required
- Be flexible and responsive to meet the changing needs of supported people and the organisation, within the agreed criteria.

- Work effectively with other members of the team, and liaise effectively with families, agencies, colleagues and other stakeholders.
- Participate in training activities and meetings as required.
- Uphold Penumbra's Code of Practice.
- Register with the SSSC as appropriate (Supervisor) and maintain post-registration training and learning log to meet ongoing registration requirements.
- Other duties, deemed appropriate to this grade, as and when required.

## Person Specification

<b>Qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Working towards SVQ 3 or equivalent as defined by the SSSC, or commitment to achieve within specified time period.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• 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> <li>• Demonstrate understanding of mental health and recovery</li> <li>• Experience of working in the mental health and recovery field</li> <li>• Experience of taking a lead role in the planning and delivery of support.</li> <li>• Experience of a person-centred approach to recovery</li> <li>• Core IT skills and ability to input data, basic word processing, manage emails.</li> </ul>
<b>Working with Others</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Builds good working relationships with team members and colleagues throughout the organisation.</li> <li>• Is aware of and understands unspoken thoughts, concerns or feelings and is skilled at helping individuals to voice these safely.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Builds co-operative relationships, develops networks and promotes partnership working with other professionals.</li> </ul>
<b>Learn and Apply</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Makes best use of own strengths and finds ways to overcome personal challenges.</li> <li>• Demonstrates commitment to keeping knowledge, understanding and skills up to date</li> </ul>
<b>Communication</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Produces structured, accurate and concise written reports.</li> <li>• Can explain complex information in a way which makes it understandable.</li> <li>•</li> </ul>
<b>Managing Self</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Sustains effort to overcome obstacles and feelings of frustration, and is able to maintain a positive view.</li> </ul>

	<ul style="list-style-type: none"> <li>Engages in open and reflective debate and provide constructive comments about proposed changes.</li> <li>Take responsibility for managing own work life balance.</li> <li></li> </ul>
<b>Professionalism</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>Maintains sound ethical and professional standards at all times, reporting wrongdoing and encouraging others to do the same.</li> <li>Is proactive in identifying areas for improvement and implements creative developments.</li> <li>Manages time effectively to ensure tasks are completed and deadlines are met.</li> <li>Plans ahead for meetings and busy periods.</li> <li>Ensures the delivery of efficient, effective, high quality services.</li> <li>Acts as a role model by setting clear standards for service delivery.</li> </ul>
<b>Supporting People</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>Supports individuals in line with organisational values, policies and procedures.</li> <li>Understands recovery and works with a recovery focused approach.</li> <li>Consistently works with a person-centred approach.</li> <li>Supports supported peoples' rights to control their lives and make informed choices about the services they receive.</li> <li>Promotes the independence of supported people while protecting them as far as possible from danger or harm.</li> <li>Protects the rights and promote the interests of supported people.</li> </ul>

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)

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