

Job Description & Person Specification

Post: Support Worker

Salary Banding: Level 3

To take a primary role within the staff team. To participate, efficiently and effectively, in the daily tasks that coordinate the service's delivery in line with Support in Mind Scotland's requirements. The aims of the services are to provide a safe welcoming supportive space for clients which prioritises mental health and wellbeing. The service is recovery focussed and will work towards empowering people to manage their mental health, gain greater self-confidence and become more integrated within the community.

What I do and what I achieve

- To build professional supportive relationships with service users, including new service users, helping them to identify their needs and achieve greater self-confidence.
- Working as part of the team, to maintain a welcoming and accepting atmosphere in the centre.
- To take an equal share of the team workload
- Promote the values of the organisation to ensure these are reflected in all areas of staff practice.
- To maintain good communications with the rest of the staff team, participating in meetings, training sessions etc.
- To assist in implementing Centre Policy, including Health and Safety.

Who I am

- I am educated to SVQ 3 level or have experience working in mental health
- I work well in a team setting but can also work autonomously
- I have a sound theory base of social care interventions including risk assessment
- My value base is consistent with the aims and objectives of Support in Mind Scotland
- I apply an analytical approach to problems in order to find solutions
- My I.T skills are of a good standard
- I Value, respect and promote equality, diversity and rights of individuals
- I have the ability to manage challenging behaviour in a calm, respectful and professional way

General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies.

This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.