

## Job Description

### Project Worker Resource Centre (Practitioner Level 3)

As a Support in Mind Scotland practitioner, I work directly with service users who require immediate or on going emotional, practical or vocational support in order to deliver the best possible outcomes. I work with service users to develop and review personal plans, although ultimate oversight rests with the Senior Project Worker. I work closely with other members of staff to achieve outcomes as defined by my line manager. Within the area team there is a clear line management structure which supports and shapes my practice. I aim to contribute to an environment where people can relax, re-establish social skills and enhance their quality of life.

#### What I do and what I achieve

- I work as part of a team building positive working relationships
- In partnership with service users, I implement outcome focussed development plans as designed/overseen by my line manager to enable service users to achieve their identified goals
- To achieve outcomes, I can employ a number of appropriate intervention strategies including positive communication skills
- I ensure that the Resource Centre is welcoming, clean, tidy and safe
- Ongoing risk assessment is integral to my practice to ensure the wellbeing of service users
- I can demonstrate group work skills which bring people together in a safe environment
- I have an awareness of appropriate professional boundaries including confidentiality
- I understand the requirements of Health and Safety in the workplace and follow Support in Mind Scotland policies.

#### Who I am

- Ideally educated to SVQ level 2 or have relevant experience working in health and social care
- I can plan and prioritise my workload
- My professional self-awareness means that I can seek support and advice from my line manager appropriately and participate in supervision and support meetings positively
- I am empathetic
- My personal and professional value base is consistent with the aims and objectives of Support in Mind Scotland
- My practice is firmly based within a model of recovery

- I demonstrate genuine regard for service users and their families
- I have good I.T. skills and can produce accurate case notes
- I am enthusiastic to develop my knowledge and skills

#### **I may also have**

- Experience of working with people affected by mental illness
- Experience of working in a SSSC Registered Service
- A learning and development portfolio which evidences my skills and knowledge.

#### **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.