

## Job Description

<b>Post:</b>	Development Worker – Funded until March 2023
<b>Location:</b>	Argyll & Bute-Oban Lorn and (MAKI) Isles-Kintyre
<b>Responsible to:</b>	ACUMEN Development Manager
<b>Hours of duty:</b>	16 hours per week – to be worked as the service requires
<b>Salary:</b>	SP26 Fixed - £ 22,386 per annum pro-rata
<b>Pension:</b>	6% of annual salary paid by RAMH - 2% paid by employee
<b>Travel:</b>	0.45 per mile

### Overall Purpose of Post:

- To help build a sense of community and empowerment among those affected by mental and emotional health issues in Argyll and Bute
- To reduce isolation among people who identify as having mental health or emotional health problems and carers by supporting and mentoring a range of groups and developing other opportunities for participation
- To develop and support community capacity for effective and influential lived experience participation in the planning, decision making and implementation of mental health services in Argyll and Bute.
- To support and develop a small number of volunteers in the local area to support the work of ACUMEN.
- To promote recovery and improvement in health and quality of life.
- To raise awareness and understanding of mental and emotional health issues in Argyll and Bute and reduce associated stigma

### Main duties and responsibilities:

1. To build relationships with and connections among people with a lived experience of using mental health support.
2. To build a range of opportunities for participation at a pace and a level with which people are comfortable
3. To identify local needs in respect of community mental health services by consultation with people with lived experience and other communities of interest.
4. To work in partnership with service users and carers, Voluntary sector and Statutory agencies in the planning and development of services.

5. To develop and keep up to date an in-depth knowledge of the development of good practice in service user and carer participation and related issues.
  6. To support the development of Volunteer policies and practice including peer research and support.
  7. To manage any agreed devolved budget and resources for ACUMEN's involvement work.
  8. To contribute to the wider work of ACUMEN as required.
  9. To represent ACUMEN in a variety of forums, to work always within the values and aims of the organisation.
  10. To co-ordinate with other ACUMEN staff, volunteers and steering group.
- Respond to clients calls in a timely and accurate way, via phone, email
  - Establishing dialogue with the client and support the client to use care plan.
  - Work in tandem with service users to Identify needs and help use care plan templates
  - Update Nebula with information about clients' needs and outcomes
  - Signpost requests for in-person counselling from partner organisation.
  - Searching services database to signpost appropriate provider referrals.
  - Maintaining documentation of work on Nebula.
  - Participate in networking efforts by attending meetings, or visiting other agencies.
  - Ability to respond to various types of calls.
  - Ability to manage well with individuals of different backgrounds.
  - Database skills and proficient in data entry or word processing.
  - Understand the need to escalate concerns to senior staff and partner colleagues

### **Scottish Social Services Council Registration:**

- All staff must be aware of timescales and requirements of registration with SSSC – Scottish Social Services Council.
- Staff who are registered must take personal responsibility of making themselves aware of the requirements of registration and adhere to these requirements.
- It is NOT the responsibility of RAMH to register staff.
- Staff who are required to register with SSSC and don't complete registration within the timescales set out, will NOT be able to be employed in their current role, until registration is completed. This means that there may be no employment opportunities for staff in RAMH if they are not registered.
- Failure to register within timescales will result in disciplinary action and may result in suspension without pay or dismissal from RAMH.

**This list is neither exhaustive nor exclusive. Other responsibilities, beneficial to service development may be associated with the role. The postholder will be expected to contribute to the on-going development of the post**

**RAMH**  
**Person Specification**  
 ACUMEN - ARGYLL & BUTE AREA  
**DEVELOPMENT WORKER – 16 hours**

<b>QUALIFICATIONS</b>	Essential	Desirable
SVQ level 3, in a relevant area, or equivalent	✓	

<b>EXPERIENCE</b>	Essential	Desirable
A working knowledge of mental wellbeing and mental ill health.	✓	
Experience of working with community or service user and carer groups	✓	

<b>SKILLS</b>	Essential	Desirable
Ability to work with a wide range of groups and individuals	✓	
Report writing skills	✓	
Good organizational skills	✓	
Able to contribute to working groups	✓	

<b>PERSONAL TRAITS</b>	Essential	Desirable
Flexible work pattern	✓	
Able to travel throughout the locality	✓	
Communicates at all levels and with different groups	✓	
A belief in the recovery of individuals	✓	
Car Driver/Transport available	✓	

**Core/Job competencies**

The post holder will be expected to demonstrate through the recruitment and selection process that they meet the following core competencies

- Excellent interpersonal, community development and engagement skills
- General understanding of the principles, tools and mechanisms of service user involvement.
- Experience of group work.
- Commitment to partnership working.
- Knowledge and understanding of mental health service developments in Argyll and Bute.
- Awareness of National Mental Health Policy developments.
- Experience of service user and carer involvement.
- Awareness of the Recovery model of care