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**Job Description**

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| **Role**  **Salary** | Wellbeing Worker (25 hours per week) (Contract to July 2025, renewal subject to funding)  £23,185 - £26,095 |
| **Responsible to** | Wellbeing Manager |
| **Department** | Wellbeing |

1. **Main objectives of the post**

To support people affected by epilepsy to:

1.1 Live lives to their fullest potential– whatever that means to them.

1.2 To help people feel able to take an active role in managing their epilepsy.

**2. Accountability**

2.1 To the Wellbeing Manager on a day to day basis and ultimately, through the Chief Executive, to the Board of Directors.

**3. Principal Duties**

3.1 To provide:

* Emotional support through listening and understanding both in one to one sessions and during group support.
* Support to understand epilepsy and enable people to best manage their condition.
* Relevant information from trusted sources.
* Information, signposting and support to access other local or national services where appropriate.
* Advocacy with and for people affected by epilepsy.

3.2 To recruit, train and support buddy volunteers – people with epilepsy who wish to support others struggling with their diagnosis.

3.3 To liaise with other external health and social care professionals including Epilepsy Connections, Headway, Epilepsy Specialist Nurses and local epilepsy support groups.

3.4 Promote and market the wellbeing service and recruit new participants.

3.5 To keep group participants informed of upcoming events.

3.6 Keep accurate, up-to-date and confidential records of contact with clients.

3.7 To be accountable for recording and reporting any expenditure relating to the project.

3.8 To assess the need of clients for further support and refer to the appropriate individual/agency.

3.9 To liaise and work with the counsellor and group workers to ensure all services are of a consistently high quality.

3.10 To provide excellent customer service in line with the organisation’s policies and procedures and deliver a professional service at all

**4. General**

4.1 Supporting the delivery of Epilepsy Scotland’s vision.

4.2 Positively representing the organisation and creating a positive image of Epilepsy Scotland’s services with key stakeholders.

4.3 Providing information for reporting purposes as required.

4.4 Participating in the organisation’s Annual Appraisal and regular Support and Supervision processes.

4.5 Ensuring high standards of health and safety are maintained by always adhering to the organisation’s Health & Safety policy.

4.6 Any other relevant duties as required.

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**Wellbeing Worker**

**Person Specification**

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| **Personal Attributes** | **Essential** | **Desirable** |
| Qualifications  * Good educational standard * Relevant qualification (eg social care) * Relevant training (eg listening/counselling skills, person centred planning, mental health first aid) | \* | \*  \* |
| **Experience**   * Relevant experience of one to one support work (eg experience as a support worker of offering individual participants ongoing emotional support). * Experience of working with people with people with epilepsy, learning disability, physical disability or other community care need. * Experience of using non-clinical interventions to support wellbeing eg. gardening, walking groups, yoga. | \*  \* | \* |
| Knowledge  * Awareness, understanding and skills in individual support work. | \* |  |
| Skills & Qualities  * Committed to the values of Epilepsy Scotland. * Commitment to service quality and own work being of a high quality * Commitment to the principles and ethos of personal support work; client self-determination; ability to work in an open, respectful and transparent way; capacity to negotiate the basis on which support is being offered, and to work in a clear and focused way; empathic and understanding; reflective; self-aware; good listening skills and non-judgemental attitude. * Ability to manage time and plan and organise own work * Good communication skills, verbal and written (including report writing) * Ability to represent the service in a professional way, and to network well * Commitment to own personal and professional development * Ability to make good use of further training (e.g. counselling skills training) * Ability to work well with others in a small team * Personal qualities: enthusiastic, resourceful, resilient * Computer literate/word processing skills | \*  \*  \*  \*  \*  \*  \*  \*  \*  \* |  |
| Other  * Ability to work evenings and weekends as required * Ability to travel within greater Glasgow and surrounding areas * Willingness to be flexible to meet the needs of the clients and organisation. * Ability to drive, with access to a car * Ability to work in a stressful environment but willing to ask for and accept help. | \*  \*  \*  \* | \* |