RAMH

Job Description

Post: Recovery Support Worker

Responsible to: Service Manager – Housing Support Services

Salary: £23,400 per annum pro-rata
                        Sleepover allowance - £12.00 per hour

Hours of work: Full/Part-time hours (to be worked as the service requires)
Pension: 6% of basic salary + 2% Employee contribution

Travel expenses: 45p per mile

Responsibilities and Activities:

1. To implement the philosophy of RAMH by providing a quality service and supporting other staff to do the same.

2. To be aware of and respond to, the needs of each individual service user, establishing a supportive and trustful relationship with service users.

3. To work with service users and other staff to devise, implement and review individual personal plans.

4. To provide practical and personal assistance to service users in line with their assessed needs and requirements, including elements of personal care when this is required.

5. To provide support to individuals to manage their finances and keep accurate records of interactions, in relation to finances, when support of this nature is provided.

6. To provide support to service users with medication, where required and to keep accurate records in relation to this support. This may involve a range of medication including oral medication and Naloxone injection, if required.

7. To act as a key worker and to undertake all tasks required of this role and to support other staff in carrying out this role.

8. To maintain accurate records, utilizing the Organisations' computer system, in accordance with policies and procedures.

9. To provide support to sessional staff.

10. To show respect to clients and be aware of the importance of confidential information.

11. To undertake sleepover duties, as required.

12. To participate in training organised for/by the project.

13. To carry out any other duties consistent with the post, as delegated by the Senior Staff/Manager.

14. To adhere to RAMH policies and procedures and SSSC (Scottish Social Services Council) Code of Conduct

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.

The post holder will be required to participate and negotiate with the Manager, their Annual Performance review objectives, which will be an integral part of this job description. This will create a dynamic environment for the post holder to pursue their personal and service development.

Person Specification

Recovery Support Worker – Full/Part time

Qualifications :

	Essential	Desirable
HNC/SVQ Level 2/3 in relevant Health or Social Care or equivalent		✓
Willingness to undertake the above training	✓	

Experience :

Work in field of Residential, Supported Accommodation or Housing		✓
Experience of key-working and preparing care and support plans	✓	
Teamwork	✓	
Understanding of Mental Health issues	✓	

Skills :

Ability to motivate others	✓	
Good interpersonal skills	✓	
Good written and verbal communication skills	✓	
Ability to work independently	✓	
Computer literate	✓	

Personal Traits :

Self motivated	✓	
Able to use initiative	✓	
Enthusiastic	✓	
Enjoys being with people	✓	
Very flexible – can work evenings, weekends and sleepovers if required	✓	