



Coventry City Council

## Job Description

<b>Post:</b>	Relief Support Worker	<b>Job Number:</b>	
<b>Service:</b>	IPS, LD & MH Supported Living	<b>Post Number:</b>	
<b>Location:</b>	Axholme Services, Clifton House	<b>Grade:</b>	3

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

In conjunction with the key worker and within the care programme approach, to participate in providing individual rehabilitation services and practical and emotional support to people with mental health problems in Axholme House, and in the community, as part of a range of rehabilitation services and within the care programme approach.

### Main Duties and Responsibilities:

1. Participate in the development and implementation of equal opportunities action plans, ensuring the development of services sensitive to the needs of people from all cultural backgrounds and to their empowerment.
2. Undertake sleep-in duties within a flexible rota in Axholme House on an equal basis with other staff, which relates to full time/part time hours worked.
3. Promote with others the physical, emotional, social and intellectual well-being of individual service users.
4. In conjunction with the key worker, support service users in accessing a range of community provision (in education, employment and social and leisure activities) as identified in their care plans.
5. Participate with the key worker and others in the development of rehabilitation programmes and advise them of any cause for concern. Monitor and review the programme to meet service users' needs in line with the care programme approach.
6. Work with service users to develop their skills in daily living and household tasks.
7. Encourage and support service users in all aspects of their personal care.
8. Contribute to maintaining up to date case records in line with departmental requirements and contribute written reports and information for case reviews, where required.
9. Respect and maintain confidentiality in all aspects of the role when working with service users.
10. Take responsibility for the administration of medication as prescribed and adhere to a proper recording procedure. Monitor medication where self administered and alert appropriate members of staff if there are concerns.

11. Participate in staff meetings and contribute to the ongoing work of the team.
12. Liaise with carers, families and statutory or independent sector organisations in ensuring service users' needs are met in line with their care plan.
13. Have due care and provision for Health and Safety.
14. Undertake training as required and as identified in the individual and team training plan.
15. Participate in supervision and personal performance development reviews as required by the department.
16. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Team Leader

**Date Reviewed:** November 2017

**Updated:** August 2021



Coventry City Council

## Person Specification

<b>Post:</b>	Mental Health Support Worker	<b>Job Number:</b>	
<b>Service:</b>	IPS, LD & MH Supported Living	<b>Post Number:</b>	
<b>Location:</b>	Axholme Services, Clifton House	<b>Grade:</b>	3

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An understanding of equal opportunities issues and its implementation.</li></ul>
	<ul style="list-style-type: none"><li>• An understanding of Health and Safety relating to the post.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of Mental Health Legislation, the Care Programme Approach and the importance of Care Planning and Risk Assessments.</li></ul>
	<ul style="list-style-type: none"><li>• An understanding of the key issues that cause conflicts within the unit or the community.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Have a range of rehabilitation skills, which you can relay to service users through their individual rehabilitation plans.</li></ul>	•
	<ul style="list-style-type: none"><li>• General counselling skills.</li></ul>	•
	<ul style="list-style-type: none"><li>• Ability to organise and prioritise work.</li></ul>	•
	<ul style="list-style-type: none"><li>• Ability to communicate both verbally and in writing, at a pace and level of understanding of service users their families, friends and relevant professionals.</li></ul>	•
	<ul style="list-style-type: none"><li>• Ability to enable service users to access and participate in community activities.</li></ul>	•
	<ul style="list-style-type: none"><li>• Ability to motivate and support service users, enabling them to reach their realistic goals.</li></ul>	•
	<ul style="list-style-type: none"><li>• Ability to work in an anti-discriminatory way.</li></ul>	•
	<ul style="list-style-type: none"><li>• Ability to work to the City Council's Equal Opportunities Policy.</li></ul>	•
	<ul style="list-style-type: none"><li>• Ability to work with people whose behaviour may be difficult or challenging and whose motivation may be poor.</li></ul>	•
	<ul style="list-style-type: none"><li>• Ability to work within a team as well as on own initiative.</li></ul>	•
	<ul style="list-style-type: none"><li>• Ability to empower service users by giving correct relevant information, thus enabling them to make well informed choices.</li></ul>	•

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Experience with working with people with a mental health illness in a paid or voluntary capacity, eg. in a residential day/care setting, or within the health service or voluntary sector.</li></ul>
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<b>Special Requirements:</b>	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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