# Job Specification

**Job Title:** Mental Health Housing Support Worker

**Salary:** £11.89 per hour + £55 per sleep-in

**Hours of work:** 21 hours + one sleep-in per week

**Contract type:** Permanent

**Reports to:** Housing Manager

**Location:** Oldfield Park, Bath

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community.  Since then we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 3,400 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**About the Mental Health Housing service**

Bath Mind is seeking a self-motivated permanent worker to support our clients (aged between 18 – 65), with long-term mental health conditions, within a supportive and friendly home. The home is registered with the Care Quality Commission and provides 24-hour non-nursing support. We work alongside each resident to identify, and work towards, their life choices and goals, by providing individualised and person-centred support to each resident through a care planning system. This support incorporates a wide holistic approach that looks at maximising the self-management and empowerment of each resident.

There is an extensive mental health training package to all colleagues including clinical supervision, for continued professional development.

**Overall Responsibilities**

Supporting clients with enduring mental health issues to live as independently as possible within a residential home setting in Oldfield Park, Bath.

* To support residents with ongoing goals and independent living skills
* Team working to promote consistency of care for all residents
* To comply with Bath Mind’s policies and procedures.
* To record daily activities and incidents and relevant statistical information.
* To be familiar with all records, knowing their locations and to assist in their maintenance.
* To respond to enquiries made by phone and in person.
* To maintain good working relationships with other services managed by Bath mind, referring any enquiries about these services appropriately.
* To maintain an empowering and equal opportunities environment for both residents and staff.
* To work within and maintain current legislative standards to a high degree.
* To maintain standards of Health and Safety and responsible behaviour.
* Keyworking and support for Care planning, record keeping.
* Financial record keeping and Daily notes

**Communication Responsibilities**

* To adopt a team approach and be a proactive team member.
* To be non-judgemental and empathetic.
* To adhere to the policy of confidentiality and sharing of information.
* To be non-discriminatory and to work within Bath mind’s Equal Opportunities policy.
* To promote positive perceptions of Bath Mind at all times.
* To maintain positive working relationships with other employees and volunteers of Bath Mind.
* To attend supervision, appraisals and team meetings.
* Communication with professionals involved in the care of residents, and other services

**Specific Responsibilities**

* To assist residents as required in aspects of care, domestic skills and budgeting, appointments, social skills and to provide support to access the community and participate in community based activities.
* Keyworking residents, care planning and record keeping.
* To take part in internal and external training as required.
* To work positively as part of a team.
* To be supervised and appraised to develop professional skills.
* To maintain a friendly relationship with neighbours and the families and friends of the residents and to balance this with each residents rights.
* Support residents to create structure in their day and develop their skills.
* Building confidence and self-esteem with residents.
* Using psychologically informed practice to support client wellbeing.
* Safeguarding vulnerable adults.
* Working to agreed aims and goals with the residents.
* To take part in, initiate and encourage resident activities.
* To provide a safe, welcoming and homelike environment for residents.
* To encourage residents to take a role in the day to day running of the house.
* To communicate with staff and other professionals in the ongoing needs and changes of your key clients, to promote consistancy when you are not on shift.
* Take on specific Jobs to ensure the smooth running of the home.

**Benefits**

25 day’s holiday per year + Public and Bank Holidays (pro rata)

Workplace Pension Scheme

Sick pay

Employee Assistance Programme

Eligibility for charity discount via Blue Light Card

Free online membership to the [Soul Spa](https://www.thesoulspa.co.uk/?gclid=EAIaIQobChMIyNyTiIav9wIV0YBQBh2voQAMEAAYASAAEgLjIvD_BwE) in Bath

**Our Inclusive Recruitment Commitment**

Bath Mind is committed to encouraging equality, diversity, and inclusion (EDI) throughout our entire workforce. The aim is for our workforce to represent the diverse society we live in, and that our employees, volunteers, and clients feel respected and heard by Bath Mind.

We have active staff and volunteer networks for staff, volunteers, and EDI allies, and encourage new staff to ask questions and join if they are interested. Bath Mind is growing to fulfil our ongoing commitment in inclusion in the workplace. As an organisation that prioritises the mental health and wellbeing of all, we are determined to create meaningful and lasting equitable change across our charity.

# If you feel you are a great match for the job, but do not feel you meet all of the criteria we welcome you to submit an application.

**Person Specification**

Bath Mind is dedicated to supporting staff to enable them to carry out the role and responsibilities to the best of their ability and we are committed to developing staff with a comprehensive training package.

**Essential Criteria**

* Background of working within residential/support services and to have an understanding of issues that people with mental health issues may experience.
* Able to work under own initiative.
* Good communication skills – verbal and written.
* Ability to be self-motivated and flexible, able to work alone and work effectively under pressure.
* Work in accordance with rota and night shifts (sleep-ins) and weekends. We offer 24hr support.
* Person centred, anti-discriminatory in practice.
* Understanding of confidentiality and privacy.
* Contactable by telephone.
* Experience of working within clear and appropriate boundaries in a care setting.
* Ability to work effectively as part of a team.
* Must be available for a variety of evening, weekend and sleep-in shifts.

**Desirable Criteria**

* Experience of cash handling and associated record keeping.
* Experience of working for a voluntary organisation in either a paid or unpaid capacity.
* Diploma or NVQ Level 2/3 or above – Care and any related training, especially in First aid, Food Hygiene, Mental Health Awareness, Equal Opportunities.
* Experience of Lone Working.
* Understanding of Equal Opportunities and the Equality Act 2010.
* Understanding of the Care Quality Commission (Registration) and (Additional Functions) and Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012 and the Care Quality Commission.
* Understand the ‘FREDA’ Human Rights based principles and the Code of Conduct of the general Social Care Council.