JOB DESCRIPTION

Job title	Recovery Worker
Sector/Function	Mental Health
Department	
Reports to	Senior Recovery Worker or Team Leader
Grade	3

Job purpose	To support the Operations Manager/Team Leader to deliver high quality person centred services in line with the Business Plan. To work as part of the team in delivering the service. To support the line manager to meet the statutory requirements of the service specification and prepare for all internal and external service audits/inspections.
Key accountabilities	Developing, in consultation with Service Users, flexible and realistic support packages/person centred plans within agreed guidelines or service models
	Ensuring that a collaborative approach is used, with effective communication links with external professional groups e.g. GPs, Social Services, etc. and to work as an effective member of any multi-disciplinary team
	Ensuring record keeping is maintained to the required standard at all times and contributing to service monitoring requirements
	Undertaking responsibility for clinical risk and needs assessment and the formation and implementation of risk management plans
	Assisting in the development and implementation of service record keeping, procedures and policies
	Attending relevant internal and external meetings as requested including multi-agency meetings and Statutory Sector Services
	Developing and co-ordinating professional links with other statutory and voluntary service providers, ensuring a corporate approach is adopted.
	Proactively contributing to continuously improving the service by making positive suggestions, providing constructive feedback and assisting in the implementation of agreed new ways of working.
	Ensuring day to day delivery of service provision embeds and extends Turning Point's person centred approach and promotes the recovery model and ethos
	Ensuring the service and the wider organisation of Turning Point is represented in a professional manner at all times.
	Ensure that vulnerable people are safeguarded from harm, complying with Turning Point's safeguarding policies and procedures.

Dimensions	Direct reports	0
	Total staff overseen	0
	Internal contacts	Operations Manager, Team Leader, Recovery Worker II (line manager), team of 10 Recovery Workers, Finance Administrator, Service Users.
	External contacts	Various
	Planning outlook	
	Problems solved	
	Financial authority	

PERSON SPECIFICATION

Job title	
	Recovery Worker , Mental Health

Personal effectiveness	Essential	Desirable
	▪ Working with service users to develop comprehensive plans, monitoring and reviewing progress against these ▪ Enabling service users, through education and raising awareness, to manage factors that affect their mental wellbeing ▪ Ensuring effective care pathways are provided to each service user ▪ Developing, implementing, and reviewing service user focussed interventions ▪ Recognising indicators of deteriorating mental health, acting appropriately and liaising with the relevant agencies ▪ Providing guidance to service users and families of current legislation such as the National Service Framework and the Mental Health Act To proactively deliver a high quality/person centred service provision that meets the needs of the service users by:- ▪ Promoting peoples' rights and responsibilities ▪ Working as an effective member of the team ▪ Providing advice and information to Service Users, their families and friends and professionals regarding their support. ▪ Developing, in consultation with Service Users, flexible and realistic support packages/person centred plans within agreed guidelines or service models ▪ Ensuring that a collaborative approach is used, with effective communication links with external professional groups e.g. GPs, Social Services, etc. and to work as an effective member of any multi-	• Experience of working with people in crisis. • Experience of carrying out Mental Health assessments

	disciplinary team	
	▪ In residential services, ensure services users take their prescribed medication on time assisting them where necessary	
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	▪ Providing written reports to professionals and other organisations, such as, GPs, probation services, social care services, Court reports etc.	
	▪ Ensuring record keeping is maintained to the required standard at all times and contributing to service monitoring requirements	
	▪ Undertaking responsibility for clinical risk and needs assessment and the formation and implementation of management plans	
	▪ Agreeing and formulating individual action/care plans	

Technical effectiveness	Essential	Desirable
	▪ Monitoring own performance to ensure it meets expectations and agreed performance criteria ▪ Reporting variances to expected outcomes to the line manager ▪ Participating and utilising management information and data collection systems as appropriate ▪ Participating in the continuous improvement of the service ▪ Competent user of standard IT equipment and software packages, e.g. Microsoft Office.	Experience of groupwork

Acquired experience & qualifications	Essential	Desirable
	Minimum 2 years full time experience in a Mental Health setting.	NVQ level 3 or higher in healthcare

Other	Essential	Desirable

| requirements | Ensure good standard of housekeeping is maintained with own area, completing all tasks as set by the Team Leader Ensure risk assessments are completed when appropriate Take personal responsibility for own safety e.g. reporting concerns, ensuring appropriate vaccinations and eye tests etc. are obtained Comply with all H&S policies and procedures including serious untoward incidents and accident reporting | |