



For better
mental health

Hull & East Yorkshire Mind

Job Description

Title of Post: Day Services Project Worker (Fixed Term Contract for up to 1 year to cover Maternity Leave)

Based at: Trafalgar House, 41-45 Beverley Road, Hull HU3 1XH. (The post holder may be required to work at other sites as specified by Hull & East Yorkshire Mind)

Salary: £16,991-£18,939 per annum dependent on experience

Hours: 37 per week (Monday to Friday inclusive) which will generally be between 9.00am and 5.00pm Monday to Thursday and 9.00am and 4.30pm Friday. There may also be the occasional requirement for the post holder to work some evenings, bank holidays or weekends. In the event that additional hours are required to be worked, time off in lieu will be granted.

Responsible to: Hull Services Manager

Accountable to: Chief Executive Officer

Job Purpose

The Day Services project currently includes:

- A Day Centre which offers a friendly, safe, non judgemental social environment to its members with a strong commitment to user involvement. It aims to meet the social, recreational, educational and support needs of service users in a friendly and approachable way, with respect for each other.
- Information Service - provides mental health information via telephone, e-mail or in person.
- Volunteer Support - provides volunteer opportunities, training and support.
- Student Placement – provides practice learning opportunities for social work and other related degree students

Please Note: The service is under review is undertaking a period of modernisation. The role of the project worker is under review and will develop along with the modernisation of the service

Principal responsibilities

1. Service Activities

- a. co-ordinate work with your Line Manager and other colleagues, the administration, organisation and planning of project activities
- b. to undertake Support Planning with service users, to set progression goals to enable them to achieve greater independence

- c. to plan with service users a programme of socially inclusive activities which meet client needs and provide a variety of opportunities
- d. to assist in the collection of qualitative and quantitative information required by funders or the organisation
- e. to ensure that the premises are clean and in good order
- f. to assist in the monitoring of Health and Safety and reporting any relevant issues
- g. to maintain petty cash handling systems
- h. to ensure that the project remains within the allocated budget
- i. take up opportunities to provide creative and innovative support
- j. resolve conflicts in a positive manner, and deal with difficult situations which may arise
- k. respond to the possible needs of, and issues faced by, people with mental health problems

2. Service Development

- a. with your Line Manager and the project team, to review:
 - existing activities
 - explore development of new service elements
 - liaise with local mental health user groups and individuals, promoting the day centre to potential service users
- b. assist in co-ordinating user involvement in the planning, monitoring and delivery of services
- c. to establish links and liaise with relevant organisations and agencies that will enhance the aims and objectives of the project.
- d. to promote and publicise services through assisting with events, meetings and presentations
- e. to implement Mind Quality Standards

3. Service User Support

- a. to work in an empowering and person-centred way with new and existing service users
- b. to consult with service users to ensure the continued improvement of services
- c. to welcome new service users, provide and record relevant information and identify their needs

- d. in consultation with the service users, agree how Hull & East Yorkshire Mind can most appropriately meet their individual needs
- e. to work with existing service users to review how effectively Hull & East Yorkshire Mind meets their current needs, identifying any agreed future action

4. Volunteers

- a. to liaise with your Line Manager to provide consistent good practice in the recruitment and support of volunteers
- b. to plan and implement the development and training of volunteers
- c. to facilitate regular meetings of volunteers and provide input to the framework of volunteer led meetings

5. Multi-agency Work

to develop knowledge of and links with voluntary, community and statutory organisations to:

- identify opportunities and implement joint working
- inform development of Hull & East Yorkshire Mind services
- provide service users with information about services and activities in the wider community.

General Responsibilities:

- To work flexibly as part of the Day Services team, maintaining and enhancing good working relationships with other staff both within the organisation and other external organisations.
- To maintain the standards required and expected by Hull and East Yorkshire Mind
- To maintain appropriate confidentiality at all times
- To be aware of and work towards individual, team and organisation objectives including the Hull and East Yorkshire Mind Business Plan and to recognise and understand the importance of continual development of the individual, team and organisation.
- To adhere to the provisions and attend any training, appertaining to the Health and Safety at Work Act and to ensure your own safety and the safety of colleagues and visitors who are in contact with the services we provide.
- To comply with all Hull & East Yorkshire Mind finance policies and procedures and to ensure, if it falls within your responsibilities, that all expenditures are within project budget.
- To undergo mandatory training as directed by the organisation and all other relevant training, as identified through personal development reviews, to perform duties competently.

- To be flexible with regards to the duties undertaken and in addition to the normal duties, undertake other duties that are reasonably within your skills and knowledge, but outside of the normal sphere of activity, if this is required.
- To perform other duties that reasonably corresponds to the general character of the post.
- To attend fund-raising or promotional events as appropriate

It should be noted that a NO SMOKING AT WORK POLICY is in operation and employees are required to refrain from smoking during working hours.

The duties and responsibilities of the post will be undertaken in accordance with the Policies, Procedures, Guidelines and practices of Hull & East Yorkshire Mind, which will be reviewed and amended to suit the requirements of the organisation. It is the responsibility of all staff to keep up to date with all the policy documents.

This Job Description is not meant to be exhaustive and the Organisation reserves the right to require the job holder to flexible and perform duties other than those listed according to the changing requirements of the organisation.

This Job Description is subject to review and subsequent revision.

AGREED AND SIGNED BY:

Employee

Print name: Signature:

Date:

Manager

Print name: Signature:

Date: