

Role Profile: Recovery Worker (Luton)

Job Purpose

This role offers an exciting opportunity to join our service team at Luton, supporting people with mild to moderate mental health difficulties.

As a Recovery worker you are at the heart of the service, empowering people to get well and stay well in the community by facilitating drop-in sessions and wellbeing groups, supporting activities and holding informal 121 conversations.

In addition to facilitating a range of groups you will also spend time assessing individual's suitability for the service and signposting to local services and community support where necessary, as well as holding 121 sessions with service users to develop wellbeing action plans.

The role includes the opportunity to support events in the community to raise awareness of our services and build links with local organisations, as well as supporting volunteer and student placements.

Job no:	667.
Start date:	ASAP
Job title:	Recovery Worker
Working base:	Luton Wellbeing Centre, Dumfries Street, Luton.
Area covered:	Luton
Reports to:	Luton Wellbeing Service Manager
Job purpose:	To support individuals to gain and maintain mental wellbeing through social and structured wellbeing interventions.
Contract type:	Permanent
Salary:	£13,879.32 per annum (£24,454.04 FTE)
Contracted hours:	21.0 hours per week
Working days:	4 days per week
Working hours:	Monday - 10.00am - 3.00pm (5 hrs) Wednesday - 10.00am - 4.00pm (6 hours) Thursday - 10.00am - 3.00pm (5 hours) Friday - 10.00am - 3.00pm (6 hours)
Flexibility required:	Occasional evenings and/or weekends to attend events/meetings
Checks needed:	Enhanced DBS and 2 satisfactory references

Job Description

Service Delivery

- Deliver a service and ensure outcomes which support individuals with mental health and wellbeing needs in Luton, in line with Mind BLMK's agreed recovery model as well as contract requirements and Key Performance Indicators (KPI's).
- Carry out assessments on individuals' suitability for Mind BLMK's services in line with the Access to Service procedure and processes and the needs, priorities and support required by the individual.
- Facilitate onsite activity, drop-in and topic-based group sessions. This may include planning of topics that support wellbeing, facilitating informal drop in and discussions, planning and organising activity-based sessions including guest speakers and signposting and information sharing about other local services and resources.
- Encourage and support client engagement with Mind BLMK through Guarantor Membership and other opportunities available through Influence and Participation.
- Contribute to maintaining an effective volunteer workforce for the service in line with Mind BLMK's HR policies, procedures and guidance (workload planning and support).
- Carry out health and safety responsibilities as directed by the Luton Wellbeing Service Manager in line with Mind BLMK's H&S policies, procedures and guidance (risk assessments, reviews, reporting, safeguarding, incidents/accidents, premises).
- Carry out cash handling responsibilities as directed by the Luton Wellbeing Service Manager in line with Mind BLMK's financial policies, procedures and guidance (records, petty cash income and expenditure).
- Carry out responsibilities as directed by the Luton Wellbeing Service Manager for the collection, updating, monitoring and reporting of service data in line with Mind BLMK's contract and systems requirements and procedures.

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- When required and as directed by the Luton Wellbeing Service Manager, represent Mind BLMK in Luton to ensure an external presence to promote Mind BLMK's services to increase awareness and beneficiaries.
- Identify and build good working relationships with community groups, relevant services and activities for partnership work and signposting.

General

- Work within the ethos, vision and values of the organisation and in line with the organisation's policies and procedures.
- Establish and maintain effective working relationships with the Mind BLMK team and relevant key post holders.
- Attend and contribute to meetings relevant to the role (own supervision, appraisal, staff, peer group, AGM, and external as required).
- Commit to attending mandatory training, even outside of working hours (TOIL provided where necessary) and complete training and qualifications identified for

the role in line with organisational need, Staff Development and Training policies and procedures.

Person Specification	Essential/ Desirable
Experience	
Minimum of 1 year experience working with people to improve their mental health and wellbeing, supporting people to achieve positive outcomes in relation to their individual needs and wishes.	E
Working within a small service within a wider organisation, including delivering a service against performance targets.	E
Using a dedicated database/system for recording of and reporting service data.	D
Working with, coordinating and supporting volunteers.	D
Facilitation of group sessions	D
Skills, abilities and knowledge	
Establish and maintain constructive working relationships with a wide range of people.	E
Promoting a service.	E
IT (MS Outlook, Word and Excel, internet and zoom).	E
Good literacy and numeracy skills.	E
Good communication, motivational and negotiation skills.	E
Ability to travel between locations using own or public transport	E
Understanding the wellbeing needs of and working with people with mental health needs, including those from culturally diverse communities.	E
Assessing client needs and potential risks	D
Knowledge of local community activities and leisure facilities.	D

Entitlements/benefits:

Annual Leave	25 days (pro rata)
Bank Holidays	All (pro rata) as per April to March for each year – usually 8
NEST pension scheme	Auto-enrolment (employer contributes 3%, employee contributes 5%)
Employee Health Cash Plan	Westfield Health Plan
Employee Discount Schemes	Discounts available through Blue Light Card & Tickets for Good
Learning and Development	In-house and external as appropriate for the role.
Flexible Working	On request (in line with Mind BLMK policy on Right to Request Flexible Working)
Disability Confident Employer signatory	Mind BLMK has been annually assessed and approved as a Disability Confident Employer (previously “Two Ticks”) since 2008.
Mindful Employer Plus signatory	Mind BLMK has been committed to the Mindful Employer charter since 2008 (www.mindfulemployer.net)