**JOB DESCRIPTION**

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| **Job Title:** | Activity Coordinator |
| **Grade & Salary:** | WM3 SCP14 £20,064 per annum |
| **Hours of work:** | 37.5 hours per week |
| **Line Management Reports:** | N/A |
| **Accountable to:** | Support Lead |
| **Functional Responsibility:** | Delivery of recovery, outcome focused support |
| **Job Purpose:** | To help provide a recovery focused support service to people with mental health and other complex needs.  To help provide practical support in the community to allocated vulnerable service users through one to one support and where applicable in groups using personalised approach aimed at supporting them to achieve independent living, building resilience and supporting outcomes. |

**Main Responsibilities**

Working with a caseload of service users in the community:

* Enable the implementation of personalised recovery support and a structured path to independence.
* Ensure service users are engaged and active in working towards their goals and aspirations as agreed with them.
* Ensure reported and identified risk issues associated with service users are well documented in their risk assessment and crisis management plan.
* Support service users to achieve their goals and aspirations following agreed individual recovery support plans and focused interventions to ensure a planned way forward is coproduced.
* Support the delivery of groups, including working with external partners to run groups to support service users to develop independent living skills.
* Participate in the assessment and sign up of new referrals to the service.
* Support service users to attend appointments, reviews and meeting as required with partner agencies.
* Liaise with and share information with relevant partner agencies, including Community Mental Health Teams, Social Service and Housing Associations in line with our GDPR procedures.
* Support service users to maximise their income.
* Support the work of peer colleagues, ensuring that the service positively and effectively utilises the value of lived experience in support of people’s recovery.
* Provide information and consult with tenants about Mind in Brent, Wandsworth and Westminster services and actively encourage and demonstrate service user involvement and participation in all areas of the post where appropriate.
* Implement BWW Mind’s Equal Opportunity Policy in all areas of your work.
* Support service users in preparing for independence by supporting them to develop independent living skills.
* Ensure that the delivery of all work complies with the values, policies and procedure framework of Brent, Wandsworth and Westminster Mind, and ensure your behaviour complies with out code of conduct.
* To engage with any learning and development relevant to the role as identified with your supervisor.
* To provide proactive person-centred and safe services to adults at risk in line with organisational and statutory safeguarding policies and procedures.
* To undertake any other reasonable work requests as directed by your supervisor.

**PERSON SPECIFICATION**

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| **Element** | **Description** | **Essential/desirable** |
| **Qualifications** | Good level of ICT literacy to include Microsoft Office, internet browsers and basic databases | E |
| **Experience** | Recent experience of working in mental health or social care settings, paid or unpaid | E |
| Experience of running groups or participating in group work | D |
| **Knowledge** | Knowledge of, and practical experience of, using person-centred tools to support recovery and development of service users | E |
| Knowledge of support planning, process of drawing up recovery support plan and implementation of same plan. | E |
| Some basic training/knowledge in providing general advice and support | D |
| Understanding of safeguarding of vulnerable adults and children | D |
| **Skills/aptitude** | Commitment to the empowerment of service users and users of mental health services, a strong interest in user involvement and promoting people's rights | E |
| Ability to respond to service users’ needs (including those in crisis) promptly and appropriately | E |
| Ability to work with service users in a user-led, calm, confident and sensitive manner | E |
| Ability to lone work with service users in their own homes spread across a specified geographical area. | E |
| Good listening skills and the ability to communicate effectively with people who are in mental distress, including any who may be acutely ill both in writing and orally | E |
| A commitment to the Equal Opportunities and awareness of issues related to social and health care provision in a multi-cultural context | E |
| A belief in, and commitment to, utilising the value of lived mental health experience through the provision of peer support | E |