Brent, Wandsworth and Westminster Mind

**JOB DESCRIPTION**

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| **Job Title:**  | Social Inclusion Project Worker |
| **Grade & Salary:**  | WM5 SCP 22 (£24,218 FTE) |
| **Hours of work:** | 37.5 hours |
| **Line Management Reports:**  |  |
| **Accountable to:** | Wellbeing Hub Manager |
| **Functional Responsibility:**  | User engagement and recovery |
| **Job Purpose:** | To work with and co-produce service users journeys through appropriate services, and facilitate their growth and recovery, ensuring all monitoring and other statutory and funding requirements are met |
| **Based at:** | Tooting High Street, London SW17 0SZ |

**Main Responsibilities:**

* To provide flexible and responsive support, based on the needs and aspirations of service users that promote social inclusion and recovery.
* To carry out person centred assessments and manage a caseload of clients to support people with mental health problems on their recovery journey
* To work with service users to identify goals and how to achieve them
* To work with service users to facilitate access to appropriate services to progress their growth and recovery
* Initiate, develop, execute and supervise activities as required at the Tooting Hub
* Review and reflect the recovery journey with the service users using the Mental Health measuring tools required
* To assist in developing community links and partnerships with other agencies
* Liaise with Care Coordinators and other professionals to ensure service users experience a joined up service
* To recruit and supervise volunteers, obtaining DBS clearance, references and providing induction and monthly supervision
* To ensure records are maintained and updated within the guideline of the appropriate policies
* To ensure that all staff are aware of, and follow the procedures of, Brent, Wandsworth and Westminster Mind’s Safeguarding of Vulnerable Adults
* To promote equality and respect diversity at all times and to work towards the inclusion of service users in running and leading the organisation
* To comply with all policies and procedures instituted by Brent,Wandsworth and Westminster Mind and participate as an active member of the Wandsworth community.
* Assist in the general day-to-day office duties as directed
* Any other tasks commensurate with the grade

**PERSON SPECIFICATION**

* Degree qualification or equivalent in mental health, social care, volunteering, or a related field
* Experience working within a mental health setting
* Experience of providing advice, guidance and training to others
* Experience of delivering presentations and marketing services
* Experience of networking and liaising with referrers and community based organisations
* Demonstrable experience of developing innovative ways to promote services
* Excellent written and oral communication skills
* Intermediate MS Office skills (including Word, Excel and PowerPoint); ability to use database systems
* Ability to carry out quantitative and qualitative data analysis for reporting purposes
* Ability to work within a fixed budget