

<b>Job title:</b>	Peer Support Worker
<b>Salary</b>	£18,037 pa, 35 hours per week
<b>Contract</b>	Fixed term until 31 <sup>st</sup> March 2024 continuation will be subject to funding.
<b>Location</b>	Parenting 2000 Offices in Southport
<b>Responsible to</b>	Chief Executive

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## **JOB PURPOSE**

- As someone who has had personal experience of using Mental Health Services, you will work as part of the Crisis Café Team, providing support to people who access the service.
- You will develop peer support amongst clients of the service and will support them to access other services that they may find therapeutic
- You will encourage and support clients to act as volunteers within the groups that are developed
- Empower and enable clients to take ownership of their own solutions and develop resilience.

## **MAIN DUTIES**

1. Effectively manage and progress a caseload to achieve positive outcomes based on a solution focussed approach.
2. Deliver targeted activity working either on a 1-1 basis or in groups using a holistic approach to address the root causes.
3. Deliver protective, supportive and needs led plans and review in line with case management standards.
4. Support people to access activities that support their well-being.
5. Where appropriate, assist in developing activities and social groups to meet the needs of clients.
6. Maintain accurate records of all plans, actions, assessments, and outcomes using specified systems.
7. Liaise closely with the Crisis Café tea and, on occasion, assist in supporting the service.
8. Work co-operatively with colleagues and partners to share information, ensuring a joined up approach.

9. Engage within the development of the services and continued professional development through service meetings, events, conferences training courses.
10. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 2018.
11. The post holder will be expected to carry out any other duties that are reasonably requested of them.

## **PERSON SPECIFICATION**

- Personal Experience of using Mental Health Services
- Level 3 or above qualification in a relevant subject (or equivalent experience)
- Experience of identifying levels of risk, vulnerability and needs
- Knowledge and experience and understanding of how traumatic experiences in early life / adolescence can negatively impact on mental wellbeing in adulthood.
- An understanding of the impact on people of issues such as domestic violence, abuse, , substance misuse, poverty and housing issues
- A broad knowledge of safeguarding procedures and when to implement the escalation policy
- Knowledge and experience of establishing and facilitating activity or support groups
- Excellent interpersonal and communication skills and a person centred approach
- Ability to motivate and challenge people and outside agencies as necessary
- An ability to develop a good working relationship with colleagues and partners to deliver a co-ordinated response
- A good working knowledge of outside agencies within the Sefton area.
- Experience/ ability to use IT systems to maintain accurate records and management data

## **Special Requirements**

- Willingness to work outside normal office hours
- Willingness to undertake further training and development as necessary in order to enhance service delivery

## **SPECIAL CONDITIONS**

### **Location**

Parenting 2000 Southport offices. Currently the post will involve some office work based at home.

### **Travel & Expenses**

A casual car allowance mileage rate payable as appropriate. Reasonable expenses in the course of duty can be reimbursed.

### **Hours of Work**

Core working hours are 35 hours per week (Monday – Friday) with a flexible approach. The nature of this post will require evenings and weekend work to meet the needs of the Crisis Café Service The Southport Crisis Cafe will be open: Friday, Saturday and Sunday 5pm to 11pm

### **Management Arrangements**

The post holder will be managed by The Chief Executive

### **Disclosure & Barring Service**

The post holder will require an Enhanced DBS Certificate

### **Annual Leave & Public Holidays**

The annual leave is 28 days per annum plus normal Bank and Public holidays

### **Confidentiality**

To maintain confidentiality of all information and records relating to the work of the project and Parenting 2000 organisation

## **GENERAL**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

Parenting 2000 has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the organisation.

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.