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## JOB DESCRIPTION

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| Job Title: | Transition and Recovery Support Worker |
| Salary: | £16,727.20 per annum  (Full time equivalent would be £20,909 per annum) |
| Hours of Work: | 28 hours per week  (This may include unsociable hours including working evenings and weekends) |
| Contract Type: | Fixed term until 31st March 2022 |
| Office Base: | The Walled Garden, Muirhall Road, Perth, PH2 7BH  Wisecraft, 10 Lower Mill Street, Blairgowrie, Perthshire, PH10 6NH |
| Service: | PKAVS Mental Health and Wellbeing Hub |
| Responsible to: | Mental Health and Wellbeing Hub Managers |
| Responsible for: | No direct reports |

**Background**

PKAVS is a large local charity supporting the wellbeing of people throughout Perth & Kinross at their times of greatest need. Through our staff of over 80 and the help of local volunteers, we support young and adult unpaid carers, those recovering from mental ill-health, minority communities, older people, Perth & Kinross’ Third Sector, and local volunteers.

PKAVS Mental Health and Wellbeing Hub provides support to people (aged 16 and above) recovering from mental health difficulties within two locations in Perth & Kinross. The community-based service aims to create an environment of wellbeing, offering a range of meaningful activities to support clients in achieving their individual goals through a recovery and outcomes-based model. Activities include gardening, creative arts, café/catering experience, woodwork, and physical/nutritional activity.

**Role**

The Transition and Recovery Support Workers will support our wider team in facilitating smooth transitions in and out of the service each based in one location. They will ensure clients of all ages achieve progress within their own individual journey of recovery.  Transition and Recovery Support Workers will assist with and support clients’ transition into our service, monitor client attendance, support clients into/onto positive destinations and engage with rural communities.

**Key Tasks and Responsibilities**

1. Outreach support; physically assisting clients into our service during their referral and trial period.
2. Activity engagement; working alongside clients in their chosen activity areas, with particular focus on those requiring more personalised 1:1 support.
3. Community engagement; supporting clients into/onto positive destinations throughout their time with us and/or in preparation for moving on from our service.
4. Engaging (particularly Highland and South) rural communities into the service; overcoming transition barriers such communities are facing.
5. Supporting the wider team with day to day operational tasks of the Hub at both locations.
6. Keeping up to date with good practice models, ensuring the service continues to improve and develop.
7. Maintaining appropriate and accurate client records.
8. Ensuring effective partnership working and networking with local agencies.
9. Provide flexible cover to support all areas across the Hub.
10. Providing relevant reports and information for the Mental Health and Wellbeing Hub Managers to relay to funders/commissioners.
11. Maintain an awareness of, and adherence to all relevant legislation, policy, and health and safety.

This job description is not an exhaustive list of tasks and the post holder may be asked to undertake any other reasonable duties in connection with their post.

**Person Specification**

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|  | | **Essential** | **Desirable** |
| **Qualifications** | | | |
| D1 | First Aid Certificate |  | ✓ |
| D2 | Ability to drive and have access to a car |  | ✓ |
| **Experience** | | | |
| E1 | A proven ability to engage sensitively with people experiencing mental health difficulties; promote equality and reduce stigma | ✓ |  |
| E2 | Demonstrate experience in a recovery-focused/outcome-focused setting | ✓ |  |
| E3 | Experience of working with outcomes/targets | ✓ |  |
| D3 | Experience of working alongside volunteers |  | ✓ |
| **Knowledge & Understanding** | | | |
| E4 | Knowledge of integrative approach/recovery model within the field of mental health and wellbeing | ✓ |  |
| E5 | Knowledge of current and relevant legislation and policy, including adult/child protection | ✓ |  |
| **Skills & Attributes** | | | |
| E6 | Excellent listening, time management, written and verbal communication skills | ✓ |  |
| E7 | Able to use own initiative, organise own workload and work independently | ✓ |  |
| E8 | Ability to work across sectors and services, building effective relationships which will benefit client transitions | ✓ |  |
| E9 | Active team player | ✓ |  |
| E10 | Excellent knowledge of Microsoft Packages (e.g. Word, PowerPoint, Excel) | ✓ |  |
| E11 | Ability to promote a positive wellbeing and healthy lifestyle culture | ✓ |  |
| E12 | High levels of personal self-motivation | ✓ |  |
| E13 | Ability to develop relationships with clients to help to motivate and encourage their personal development | ✓ |  |

**Additional Information**

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| Employer: | The post-holder shall be employed by Perth & Kinross Association of Voluntary Service Ltd.  (a registered charity in Scotland SC 005561). |
| Location of Work: | This post will be based at The Walled Garden, Muirhall Road, Perth, PH2 7BH and Wisecraft, 10 Lower Mill Street, Blairgowrie, Perthshire, PH10 6AQ or other sites/services as required by the organisation. |
| Responsible To: | Mental Health and Wellbeing Hub Managers. |
| Probation: | This post carries a 6-month probationary period. |
| Induction: | A planned Induction Programme will be offered together with relevant job specific training. |
| PVG  (Protecting Vulnerable Groups): | This post requires a PVG (Protecting Vulnerable Groups) check. |
| Offer of Employment: | An offer of appointment will be made subject to two satisfactory references, PVG check, and eligibility to work in the UK. |
| Support and Supervision: | The post holder will receive regular support and supervision carried out by the Mental Health and Wellbeing Hub Managers. |
| Holidays | PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern.   |  | | --- | | **On appointment - 238 hours** | | Equivalent to 34 days  (28 days annual leave and 6 public holidays) | | **After 2 years - 252 hours** | | Equivalent to 36 days  (30 days annual leave and 6 public holidays) | | **After 3 years - 273 hours** | | Equivalent to 39 days  (33 days annual leave and 6 public holidays) |   Please note that annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff. |
| Pension Scheme: | PKAVS Ltd operates an auto enrolment pension scheme. |

**PKAVS is an Equal Opportunities employer**