

## Job Description

### Housing Support Services

<b>Job Title:</b>	Senior Recovery Support Worker
<b>Responsible to:</b>	Service Manager
<b>Hours:</b>	Full/Part time – as required by the service
<b>Salary Scale:</b>	Spinal Point 23-26, £20,195 - £22,159 per annum pro-rata (Sleepover allowance currently £9.50 per hour)
<b>Pension:</b>	6% of basic salary (paid by RAMH) and 2% paid by Employee
<b>Travel Expenses:</b>	45p per mile

### Responsibilities and Activities:

1. To implement the philosophy of RAMH by providing a quality service, and supporting other staff to do the same.
2. To be aware of, and respond to, the needs of each individual service user, establishing a supportive and trustful relationship with service users.
3. To work with service users and other staff to devise, implement and review individual recovery plans.
4. To provide practical and personal assistance to service users inline with their assessed needs and requirements.
5. To act as a key worker and to undertake all tasks required of this role, and to support other staff in carrying out this role.
6. To provide support to individuals to manage their finances and keep accurate records of interactions, in relation to finances, when support of this nature is provided.
7. To provide support to service users with medication, where required and to keep accurate records in relation to this support. This may involve a range of medication including oral medication and Naloxone injection, if required.
8. To maintain accurate records in accordance with policies and procedures and to support other staff to do the same.
9. To provide support and lead staff the staff team and to provide supervision to staff, in-line with the Organisational policy, as required
10. To implement system for auditing service users personal plans, including recovery action plans, finance and medication records.

11. To assist with the preparation of staff rotas.
12. To be responsible for co-ordinating staff resources.
13. To liaise with external agencies on new referrals to our service, planning support for potential service users.
14. To support the Service Co-ordinator to evaluate and further develop the quality of services offered to service users. To do this in partnership and consultation with service users and carers.
15. To ensure health and safety requirements are met, within the area of responsibility.
16. To undertake sleepover duties, as required.
17. To show respect to clients and be aware of the importance of confidential information.
18. To utilise the Organisations IT system and to support other staff increase their skills and confidence in this area.
19. To participate in training organized for/by the project.
20. To carry out any other duties consistent with the post, as delegated by Senior Staff/Manager.

The post holder will be required to participate and negotiate with the Manager, their Annual Performance Review objectives, which will be an integral part of this job description. This will create a dynamic environment for the post holder to pursue their personal and service development.

#### Scottish Social Services Council Registration:

- All staff must be aware of timescales and requirements of registration with SSSC – Scottish Social Services Council.
- Staff who are registered must take personal responsibility of making themselves aware of the requirements of registration and adhere to these requirements.
- It is NOT the responsibility of RAMH to register staff.
- Staff who are required to register with SSSC and don't complete registration within the timescales set out, will NOT be able to be employed in their current role, until registration is completed. This means that there may be no employment opportunities in RAMH for staff if they are not registered.

- Failure to register within timescales will result in disciplinary action and may result in suspension without pay or dismissal from RAMH.

## Person Specification

Housing Support Services

### Senior Recovery Support Worker – 37.5 hrs

Essential                      Desirable

#### QUALIFICATIONS :

HNC/SVQ Level 3/4 in relevant Health or Social Care or equivalent	✓	
Ability to register with SSSC	✓	

#### EXPERIENCE :

Work in field of Residential, Supported Accommodation or Housing – Minimum 2 years	✓	
Experience of keyworking and preparing care and support plans	✓	
Teamwork	✓	
Understanding of Mental Health Issues	✓	

#### SKILLS :

Ability to design staff rotas		✓
Ability to lead and motivate others	✓	
Excellent interpersonal skills	✓	
Excellent written and verbal communication skills	✓	
Ability to work independently	✓	
Ability to support, supervise and delegate to staff	✓	
Computer literate	✓	

#### PERSONAL TRAITS :

Motivated	✓	
Enthusiastic	✓	

Very flexible – Can work evenings, weekends and sleepovers if required	✓	
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