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**Job Description**

**Peer Project Worker**

# Job Title: Peer Project Worker

**Grade:** NJCSCP 14 -20, currently £25,017 - £27,927 per annum, inclusive of Outer London Weighting.

**Hours:** Full-Time,37.5hrs. (may include some evenings and weekends)

**Accountable to:** CEO

**Supervised By:** Operations Director

**Location:** Redbridge

**Contract Term:** 24 months with potential extension to 3 years pending further funding

**Closing Date:**  12noon, Monday 18th October 2021

**About Mind in Tower Hamlets and Newham (MITHN)**

We are a local, registered charity affiliated to national Mind. The organisation supports those with mental health issues in Tower Hamlets, Newham and Redbridge towards recovery and leading a better life.

We work with communities from diverse backgrounds and continually invest in building an inclusive organisational culture with diverse leaders through active Listening, Learning and Leading. Over the last 18 months we have explored racism and the impact that this has had on the lives of our clients and staff. This has resulted in the development of our strategic objective towards becoming an anti-racist organisation (ARO).

**Background**

NHS England have drawn up a new framework for community mental health care. They are committed to increasing funding for adult and older adult services but, in return, they want a new model where…

*“People with mental health problems will be enabled to manage their condition or move towards individualised recovery on their own terms, surrounded by their families, carers, and social networks, and supported in their local community”.*

To this end, the Trust will engage in a gradual programme of development, introducing new Neighbourhood Teams over the next 3 years that will be based around Primary Care Networks.

Central to our new teams will be several Peer Workers who will be core members of each team and fully integrated as part of the Transformation Programme. We aim to recruit 5 Peer Workers in each team through a collaboration between NELFT and 3rd Sector partners.

**Purpose of Role**

The post holder will provide support and recovery guidance to individuals experiencing common and severe mental health problems, using their own life experience of mental distress or as a carer and recovery as a template.

The Peer Worker Team will consist of five Peer Workers, as well as the Project Worker who will provide day-to-day leadership and support to the Peer Worker Team.

The Project Worker will be the key liaison between the NELFT Mental Health Wellness Teams, Team Manager and the Peer Workers. They will be supported to guide and lead the team to ensure project aims and objectives are achieved. They will report to and be supervised by the Operational Director for MITHN. They will be tasked with supporting the team to develop recovery-based programmes for service users and members of the local community in partnership with statutory and community organisations.

**Key Responsibilities:**

1. To support the Peer Workers to develop and build rapport with service users, with a recovery focus.
2. To ensure that the Peer Worker Team are offering regular and practical support to service users and their carers in developing and managing independence and maintaining dignity and self-respect
3. To be a fully functioning member of the Mental Health Wellness Team (NT), carrying a caseload and supporting the Peer Workers to manage their caseload alongside other multi-disciplinary team members.
4. To provide a person centered and individualized mental health support to a clearly defined group of patients and to work alongside the clinical lead.
5. To support the Peer workers to develop strategies to engage with service users to enable them to deliver care in partnership with service users, their carers, and key staff from multi-disciplinary teams
6. To liaise with the clinical lead to identify training including trauma informed care and other relevant training and support the personal development of the peer workers.
7. To work with local service user/peer networks and cultivate local communities around them and oversee the development of a programme of groups activities within the Network Mental Health Wellness Teams.
8. To support the Peer Workers Team to identify services, support and opportunities for service users to gain access to resources to include benefits, welfare rights, settled housing, inclusion opportunities and health promotion.
9. To ensure that the service user understands who to contact within the different agencies involved in the support plan including employment education and training, leisure and culture and faith and community engagement as indicated by individual need.
10. To ensure that the Peer Workers are empowered and knowledgeable to provide support with daily living to empower people to live independent lives.
11. To support service users to recognise good physical health as well as mental health and encourage them to engage in appropriate interventions such as wellbeing clinics, physical activity, and healthy eating.
12. To provide support to the peer workers in relation to their mental health and wellbeing
13. To ensure that data collection and reporting is up to date and accessible.
14. To produce monthly/quarterly reports for MITHN’s Senior Leadership Team.

It is anticipated that peer workers will employ their own experience to work alongside participants in an equal partnership on their journey towards independent and fulfilling lives.

**Main duties of the post**

1. To ensure that all the team are represented at all Network meetings
2. To work within both NELFT and MITHN values ethos and vision
3. To work in accordance with all policies and procedures of both NELFT and MITHN, particularly (but not exclusively) Health and Safety; Information Governance, risk management and Safeguarding
4. To work with a varied caseload of clients in one to one and group settings
5. To provide practical and emotional support to the Peer Workers and support them to use their personal life experience of mental health issues in an intentional and professional way to provide insight and motivational support in achieving recovery goals
6. To set up monthly meetings with the team and incorporate reflective learning into these meetings.
7. To develop effective relationships with the Clinical Lead, the mental health teams and a range of external organisations and agencies
8. To promote the service and the peer support approach to communities and agencies as appropriate
9. To keep accurate and up to date records of client’s records
10. To ensure quality standards are adhered to and met and that audits are passed
11. To ensure all statutory responsibilities are followed and reported as required

**Duties required of all Employees:**

# Undertake the induction programme as devised and assist in induction of new staff, if requested to do so

# Attend and participate in staff meetings, team meetings, appraisals, training, and other meetings as required.

# Contribute to the co-ordination, training and support of volunteers as agreed with the CEO and operational manager

# Undertake all duties in accordance with Mind in Tower Hamlets and Newham’s policies, with reference to the Equal Opportunities and Health and Safety policies to maximise safety of clients and staff.

# Undertaking other duties and accepting special responsibilities to maintain or enhance the services delivered by Mind in Tower Hamlets and Newham

# To carry out other duties consistent with the post

# To effectively manage any petty cash or financial issues within the finance procedures laid down.

# This job will be reviewed periodically in line with the organisation’s Business Plan. The role as described is not exhaustive and so there may be other areas which are the responsibility of this role

**Peer Project Worker**

**Person Specification**

Outlined below are the experience, skills and knowledge required to carry out the tasks in the job description. Please ensure that you use examples to demonstrate that you meet each individual criteria within the application form

|  |  |  |
| --- | --- | --- |
| No. |  | Essential/  Desirable |
| Qualification | | |
|  | NVQ level 3 or equivalent standard of literacy and numeracy | E |
|  | Peer work qualification | D |
| Experience/Knowledge | | |
|  | Lived experience of mental health service use – statutory or 3rd sector – as a service user or a carer. | E |
|  | Knowledge of NHS and third sector mental health services. | E |
|  | Experience of working with people facing a range of barriers and social issues including homelessness and substance misuse | E |
|  | Knowledge of mental health issues & conditions, and of the challenges and issues that are likely to affect those who experience such difficulties, including self harm. | E |
|  | Understanding of Peer Support and Personal Recovery approaches | E |
|  | Experience of supervising and supporting Peer Worker’s lived mental health experience | D |
|  | Experience of Safeguarding adults/children as well as identifying and managing risk. | D |
|  | Experience of working with individuals (1-2-1) and groups of people in different settings to help them achieve their goals. | D |
|  | Experience of working with a range of agencies and organisations to develop effective working relationships | D |
|  | Knowledge of the local area your service is based in (community groups, services available as well as local demographics) | D |
| **Personal, Relational & Relevant Skills** | | |
|  | Excellent communication skills both verbal and written | E |
|  | Able to communicate complex information to services users and professionals | E |
|  | Ability to lead a team and work well with a multi-disciplinary team. | E |
|  | Supports NELFT and MITHN’s mission and values. | E |
|  | Ability to cope under pressure | E |
|  | Good time management. | E |
|  | Ability to prepare data for the purpose on monitoring | E |
|  | Ability to manage a varied and complex workload effectively | E |
| Personal Circumstance/Attributes | | |
|  | Enthusiasm, Probity, Industriousness | E |
|  | Personal resilience and flexible attitude in the face of difficulties | E |
|  | High level of self-awareness – the ability to reflect on own practice and to share personal experience. | E |
|  | Commitment to personal development and willingness to regularly update skills and experience | E |
|  | Excellent leadership skills including, listening, creativity and the ability to influence. | E |
|  | A commitment to Equity, inclusion and diversity | E |