



Job Description

Service	Catalyst
Job Title	Community Link Worker
Reports to	Team Leader
Base	Catalyst Community Connections locations
Salary	£19,000 - £24,000
Organisation	Catalyst is a non-profit organisation working with people who are dealing with issues stemming from drug and alcohol misuse and mental health. We believe in peoples' ability to change and are proud of our non-judgmental ethos.
Project	The Welcome Project is a 3 year +1 year Community Connections contract funded by Clinical Commissioning Groups and Surrey County Council. The Project is managed by Catalyst which works with partners to offer a wide range of support and activities. The Welcome Project is open to adults within Guildford & Waverley, Surrey Heath & Farnham, and North West Surrey CCG areas who want to maintain or increase their sense of wellbeing. As such clients of the project will come from any spectrum of the community and include those people with an existing mental health problem.
Purpose of Job	<p>To take responsibility for all aspects of delivery of activities and support to maintain and/or provide clients with their own sense of wellbeing. This will be through a range of community based activities and interventions, which are complementary to and reduce the need for services offered by the statutory sector.</p> <p>To support and equip people with a range of tools to manage their own health and wellbeing; promoting healthier lifestyles and raising the awareness of the concept of 'wellbeing' and good mental health within an integrated care pathway.</p>

The post is full time for 35 hours a week - some weekend or evening work may be required.

Key Activities:

- To support clients in identifying their needs and goals and facilitate the development of personal support with clients
- To carry out assessments, risk assessment, review support plans where required, and manage onward referral if appropriate.
- To complete the Recovery Star with clients and to undertake regular reviews.

- To provide a range of motivational and structured psycho-social interventions to promote health and wellbeing.
- To liaise with statutory and voluntary sector partners to set up new groups and co-facilitate groups and activities with partners as and when required.
- To provide continuity throughout recovery, for example engaging with a person from a point of crisis, engaging the client with Safe Haven, accessing CMHRS, providing support for those engaged with and leaving CMHRS as well as linking into local wellbeing services and activities.
- To act as an ambassador for the client group and for Catalyst.
- To ensure records are maintained both electronically and on paper where appropriate.

Person Specification

	Essential	Desired
Qualifications and experience		
A diploma or degree in appropriate subject i.e. counselling, psychology, social work, probation, mental health, Health and Social Care (level 3) and/or a minimum of 1 years community experience of mental health, wellbeing, behaviour change work with adults.	✓	
Knowledge and skills		
An understanding of confidentiality, consent, information sharing, and Safeguarding.	✓	
Good communication and written skills and a commitment to accurate and confidential record keeping	✓	
Ability to interact effectively with the clients, colleagues and other professionals whilst retaining clear boundaries.	✓	
Ability to work to all the policies, procedures and standards of the service and joint working arrangements with statutory and voluntary sector partners.	✓	
Knowledge and understanding of mental health issues.	✓	
Knowledge and skills of engagement, motivational, and behaviour change approaches	✓	
Knowledge and understanding of community working, lone working, and ability to maintain safety whilst working in the community.	✓	
Ability to use supervision effectively.	✓	
A good understanding of personal limitations, ability to identify when to seek advice and support, and deal with issues in a professional manner.	✓	
Ability to manage any challenging behaviour from clients.	✓	

Person Specification

Information Technology		
Manual dexterity to use computer keyboard and mouse.	✓	
Proficient in Microsoft Word, use of email, Outlook, and basic excel skills.	✓	
Ability to enter data onto a database as required by the Service and Commissioners.	✓	
General		
A full driving licence and insurance for business use including transporting clients.	✓	
Ability to work flexibly across operational hours and evenings and weekends, where required	✓	

Key Duties

- To support the ethos principles and policies of Catalyst at all times.
- To ensure good and effective working relationships with other agencies.
- To remain responsible and accountable and report to the management structure at designated times.
- To take care of your own health and wellbeing.
- To embrace anti-discriminatory practice in all aspects of this role.
- To accept responsibility for their own personal safety and to encourage the clients to adopt safe practices both for themselves and others with whom they associate
- To attend staff meetings, appraisal, supervision and training events as required.
- To work within Catalyst's policies and procedures at all times, paying particular attention to confidentiality, consent, information governance and health and safety
- To carry out any other duties those are reasonably required by Catalyst.

Equal Opportunities Statement

We acknowledge the unique contribution that all Catalyst employees and clients can bring to our organisation in terms of their culture, race, gender, sexual orientation, gender reassignment, marital status, nationality, age, religion or belief and any physical disability or history of mental health or additional problems.

All appointments and promotions are based on merit and no job applicant or employee will be treated unfairly or discriminated against. All staff have equal access to staff development.

This post is subject to the Disclosure and Barring Service (DBS) check at an enhanced level. Please note past drug and/or alcohol or criminality history will not necessarily discount you from undertaking this role.

Amendments: This job description accurately reflects the present position; it may be amended and reviewed. Any change will be made following consultation.