



Job Description

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| Service | Catalyst |
| Job Title | Community Link Worker |
| Reports to | Team Leader |
| Base | Catalyst Community Connections locations (Guildford, Waverley and Surrey Heath – 12 month contract from March 2019 |
| 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 needs. 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 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> <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> |

The post is full time for 35 hours a week - some weekend or evening work may be required, **but flexible working will be considered.**

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 assessments, review support plans where required, and manage onward referral if appropriate.
- To ensure records are maintained both electronically and on paper where appropriate in line with Catalyst policies.
- To complete the Recovery Star with clients and to undertake regular reviews and record outcomes.
- To provide a range of motivational and structured psycho-social interventions to promote health and wellbeing.
- To refer clients to partner agency groups and activities linked to client needs.
- 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 Community Mental Health Recovery Service (CMHRS), providing support for those engaged with and leaving CMHRS as well as linking into local wellbeing services and activities.
- To support clients to engage with mainstream activities to support their wellbeing.
- To act as an ambassador for the client group and for Catalyst.

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, including GDPR. | ✓ | |
| An understanding of Safeguarding policy and practice. | ✓ | |
| 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. | ✓ | |

Person Specification

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| 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. | ✓ | |
| 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 | ✓ | |

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.

Any member of staff who breaches this policy may be subject of grievance and/or disciplinary procedures.

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 a period of consultation.