

## Job Description

<b>Service</b>	<b>Catalyst</b>
<b>Job Title</b>	<b>Community Link Worker</b>
<b>Reports to</b>	<b>Service Manager</b>
<b>Base</b>	<b>Godalming</b>
<b>Hours</b>	<b>Part time – 28 hours per week</b> Actual working arrangement to be agreed
<b>Salary</b>	<b>£23,000-£24,000 pro-rata</b>
<b>Organisation</b>	<p><b>It's not just about what we offer, but how we offer it.</b></p> <p>Catalyst is a non-profit organisation working with people who are dealing with issues stemming from drug and alcohol misuse and mental health – including housing, involvement with criminal justice, relationships with family and friends and getting back into work.</p> <p>Guildford-based for over 30 years, we work throughout Surrey and its borders in partnership with a wide variety of statutory and non-statutory organisations and bodies to provide support.</p> <p>We believe change is achievable when facilitated by skilled professional staff and volunteers offering a friendly, respectful, non-judgemental and personal approach.</p> <p><b>Our values are Kindness, Integrity and Commitment.</b></p>
<b>Project</b>	<p>Community Connections is a partnership contract funded by Clinical Commissioning Groups and Surrey County Council. The Catalyst Community Connections team works with a range of other partners to collectively offer a wide range of mental health support and wellbeing activities.</p> <p>The Catalyst service is open to adults within North West Surrey, Guildford and Waverley and Surrey Heath and Farnham CCG areas, who want to maintain or increase their sense of wellbeing. As such any person wanting support to improve their mental health and wellbeing and/or prevent an existing mental health problem worsening can refer to the service.</p>
<b>Purpose of Job</b>	<p>To support and enable people 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>The role involves delivering community based activities and interventions, including one-to-one support, groups, and wellbeing activities, which are complementary to and reduce the need for services offered by the statutory sector.</p>

**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.**

**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 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

**General terms of reference:**

In carrying out the above duties the post holder will:

- Work collaboratively across the organisation to offer support to all main functions
- Be committed to the role and support Catalyst to be the most efficient it can be
- Be someone who believes in fairness and conducts themselves with integrity
- Work flexibly across operational sites, including working from home arrangements in agreement with line management, as required
- Be motivated to improve personal performance, outcomes, contribution, knowledge and skills
- Be professional when partaking in Management, Trustee Board and other work related team meetings; appraisals, workforce development and supervision processes
- Keep abreast of developments in services, legislation and identify good practices where appropriate
- Contribute to maintaining safe systems of work and a safe environment for all staff on site or working remotely
- Represent Catalyst at external agencies/meetings and support our values and the culture of Catalyst
- Undertake other duties appropriate to the grade of the post

### Person Specification

	Essential	Desired
<b>Qualifications and experience</b>		
A diploma or degree in appropriate subject i.e. counselling, psychology, social work, probation, mental health, Health and Social Care (level 3)		✓
A minimum of 1 year community experience of mental health, wellbeing, behaviour change work with adults	✓	
<b>Knowledge and skills</b>		
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	✓	
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	✓	
<b>Information Technology</b>		
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	✓	

### Person Specification

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.

#### Please note:

- This job description may be varied from time to time as agreed by the post holder and line manager.
- This job description is subject to annual review.