



## **Job Summary**

The post holder will assist with the day to day management of Pathfinder, take responsibility for specified projects in agreement with the operational manager and deputise in their absence.

Pathfinder West Sussex is an alliance of Social Care organisations working together to enable people with mental health support needs, and their carers, to improve their mental health and wellbeing. BHT Sussex operates the Pathfinder Service in the Mid Sussex and Crawley areas.

Responsibilities will include managing referrals, improving standards and performance, staff support and management and developing and maintaining effective working relationships with external and partner organisations.

### **Responsible to:**

- Operational manager and through line management to the Board of Management.

### **Responsible for:**

- All staff employed in the service including volunteers.

### **Significant Working Relationships:**

- BHT Sussex staff
- Pathfinder Alliance Partner Organisations
- Sussex Partnership NHS Foundation Trust
- Clinical Commissioning Group
- Statutory and voluntary organisations

## Duties / Responsibilities

- To manage and support the wellbeing and work of Pathfinder staff including supervision and appraisal in agreement with the Pathfinder Manager.
- To assist the Pathfinder Manager with developing and encouraging an empowering and person-centred approach in all aspects of service delivery
- To facilitate timely and efficient assessment and referral processes for Pathfinder clients.
- In agreement with the Pathfinder Manager, carry a specified caseload of clients as and when required.
- To work proactively and collaboratively with other Pathfinder organisations and partners in the wider health and social care sector.
- To be involved in service monitoring and evaluation including through the collection and response to feedback from clients to ensure continuous improvement.
- To facilitate the collection of performance data, including from compliments and complaints.
- To assist in the collation and analysis of KPIs/performance data for the service
- To assist in ensuring that all client records and care plans are completed and stored using BHT Sussex systems
- To contribute to the successful marketing and promotion of the service.
- To assist in ensuring all staff are fully aware of and understand organisational policies and procedures, particularly those relating to statutory and legal compliance.
- To assist in ensuring compliance with mandatory training requirements and support the training and development of the team
- To comply with relevant Health and Safety matters within the service and respond promptly to any issues in accordance with organisation policy.
- To assist with budget setting and management in accordance with BHT financial procedures and to monitor and report on relevant financial and performance targets.

- To work closely with the Pathfinder Manager, Senior Management Team and BHT Central services
- To participate in an out of hours, on call system on a rota basis across all West Sussex Services
- To actively participate in their own supervision and in their own training and development
- To undertake such other duties appropriate to the grade and character of the work as may reasonably be required

**It is the duty and responsibility of each employee to familiarise and comply with, Brighton Housing Trust's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT and others in meeting statutory requirements.**

**For confidentiality and data security: whilst working for BHT you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.**

**No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.**