

1. Job Summary:

The Group Work Coordinator will:

- Devise, coordinate and develop the in-house group work programme, empowering clients to manage and improve their mental and physical health and gain the skills and confidence to live more independently in the future.
- Build mutually beneficial relationships with services in the community to enhance opportunities for clients.
- Work closely with the rest of the Shore House team in meeting the needs of all 20 residents, which may include problematic substance use, mental health needs, self-neglect, low motivation, and literacy/numeracy issues.
- Work creatively and flexibly in partnership with clients and their support worker in times of enhanced need or risk.
- Use psychologically informed ways of working to gain a greater understanding of the values and aspirations of each resident, and provide support which is empathic, responsive, and flexible to a diverse range of motivation levels and aims.

2. Responsible to:

Operational Manager and, through line management, to the Board of Management

3. Significant Working Relationships:

- BHT Sussex staff
- Sussex Partnership NHS Foundation Trust
- Brighton and Hove City Council
- Job Centre Plus/Department of Work and Pensions
- Relevant statutory and voluntary agencies

4. Duties and Responsibilities include:

Group work programme:

1. Coordinating the group work programme, including encouraging Shore House staff and clients to plan and facilitate in-house groups.
2. Inviting and being responsive to client feedback.
3. Developing good relationships with external services including inviting them to deliver workshops to maximise opportunities for clients
4. Arranging, promoting and facilitating house meetings that are inclusive, meaningful and relevant
5. Using client feedback to evaluate the effectiveness of the group work programme.
6. Tailoring the group work programme to the needs identified in individuals' support plans.
7. Coordinating a structured programme of in-house workshops which prepare clients for greater independence for example: physical health, money management, self-care, cooking, computer literacy, work and learning, confidence building, managing anger, improving social confidence.

8. Being responsive to the changing needs and dynamics within Shore House, and delivering targeted workshops accordingly, for example money lending, or assertiveness.
9. Encouraging and accompanying clients to attend services and activities in the community, for example work and learning fairs, open days and in accessing education, training and employment opportunities

One- to-one support

10. Providing intensive support to clients in times of enhanced need, for example, preventing rent arrears, self-neglect, anti-social behaviour, and potential breakdown of tenancy.
11. Administering medication (training will be provided) and providing additional support to clients who are ready to administer their own medication .
12. Providing targeted and focused 1:1 support to people with substance and/or alcohol use issues, including arranging in-reach appointments and accompanying them to specialist substance use services.
13. Working with clients to develop communal areas and shared spaces, and creating a positive sense of community.
14. Being responsive to feedback from support workers, and delivering specific and targeted work with clients accordingly, for example, supporting clients to improve their living space.
15. Working with a diverse range of clients with differing levels of motivation, and using effective, innovative creative methods to inspire and empower them.

General

16. Working flexibly within a rota, including some evenings and weekend working.
17. Writing accurate daily client notes and participating in handovers.
18. Attending and participating in clinical supervision sessions, team meetings and other internal/external meetings as required.
19. Attending and participating in line management supervision, training and an annual appraisal.
20. Assisting with the support of students, volunteers and interns.
21. Working within all BHT Sussex policies and procedures, including Safeguarding and Health and Safety.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex'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 Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex 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 Sussex'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 Sussex's policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any

actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

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.

PLEASE NOTE:

Shore House is a CQC registered care home. The Government are introducing new regulations regarding working within CQC registered care homes. From 11 November 2021, you will not be permitted to work at this service unless you are able to provide evidence that you have been fully vaccinated against Covid19 or can provide evidence of medical exemption before starting employment at Shore House.