

## **Job Summary**

Staff support clients to develop and build on their existing living skills, in order to become more independent and move on to less supported accommodation at the end of their placement. Staff work in conjunction with other professionals to equip clients with the skills and motivation to become more independent and better able to manage their mental health.

## **Responsible To**

- Team Manager - Residential Care
- Assistant Manager – Residential Care
- Through line management to the Trust's Board of Management.

## **Significant Working Relationships**

- Clients at Oak House
- Families of the clients at Oak House
- Multidisciplinary teams
- BHT Sussex staff
- Relevant statutory and voluntary organisations concerned with the interests of clients

## **Duties / Responsibilities**

1. To provide support within a prescribed location/service, as defined in your terms and conditions of employment.
2. To support clients and/or staffing team to successfully deliver agreed service/project objectives.
3. To provide practical and/or emotional assistance and support to clients.
4. To plan and co-ordinate a programme of activities and evaluate this with clients to ensure it meets their personal goals and aspirations.
5. To carry out client needs' assessments.

### **Key Duties**

6. To support clients with mental health issues to attend groups, one to one support, activities, training and personal & professional development opportunities.

7. To assist in enabling clients to develop their self-confidence, self-esteem and to be self-determining through successful completion of a programmes of activity / training / development.
8. To complete and maintain up to date records on a daily basis as directed by your line manager.
9. To offer clients a safe environment to express themselves creatively whilst being supported in a recovery focussed way which also addresses issues of social isolation.
10. To assist colleagues, senior staff, tutors in supporting and coaching clients/students.
11. As directed by your Line Manager, keywork with a specified number of clients (through one to one individual support), experiencing mental health issues and/or complex needs and assist them in identifying and achieving personal goals and aspirations.
12. To liaise with statutory personnel and voluntary organisations within the local area, to encourage partnership working and increase the range of opportunities available for clients.
13. To help facilitate regular client meetings and work closely with the client engagement within the service.
14. To take responsibility for identified lead areas and attend relevant meetings and training as required.
15. To lead on completing needs assessments with clients.
16. To oversee the carrying out of person-centred plans with clients.
17. To lead in the move-on of clients, when assessed as ready.
18. Assist in ensuring Health and Safety risk and quality compliance with senior staff.
19. To assist in the continuous monitoring and evaluation of the service/client outcomes alongside senior staff.
20. To undertake such other duties appropriate to the grade and character of work as may be required.

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 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: Oak House is a CQC registered care home. The Government have introduced 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 Oak House.***