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## **Job Summary**

### **Significant Working Relationships**

- Phase One service users
- BHT Sussex staff
- Sussex Partnership NHS Foundation Trust
- St Mungos Street Outreach Service
- Brighton and Hove City Council
- Probation Service and the Police
- Job Centre Plus/Department of Work and Pensions
- Housing Benefit Team
- Relevant statutory and voluntary agencies

### **Duties / Responsibilities**

#### **TAMO and Activity programme:**

1. Coordinate the group work programme, including encouraging Phase One staff and clients to plan and facilitate in-house groups. To include group sessions in the main hostel (a minimum of one each week) to assist transition from the main hostel into the Recovery Flats and encourage aspiration.
2. Develop good relationships with external services including inviting them to deliver workshops to maximise opportunities for clients.
3. Arrange, promote and facilitate house meetings that are inclusive, meaningful and relevant.
4. Use client feedback to evaluate the effectiveness of the group work programme.
5. Tailor the group work programme to the needs identified in individual support plans.
6. Coordinate 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.
7. Be responsive to the changing needs and dynamics within Phase One, and delivering targeted workshops accordingly, for example money lending, or assertiveness.
8. Encourage and accompany clients to attend services and activities in the community, for example work and learning events, open days and to access education, training, and employment opportunities.

9. Deliver the TAMO programme in the Recovery flats, to include sessions on the following:
  - Confidence and mindfulness
  - Move on preparation
  - Self-care and boundaries
  - Goals and motivation
  - CV writing and IT readiness
  - Cooking and budgeting
  - Relapse prevention and recovery reviews
  - Relaxation and sleep matters

### **One- to-One support:**

1. Complete a basic needs assessment with clients and signpost to Step By Step and other supporting agencies.
2. Complete weekly check-ins with clients in the Recovery Flats to ensure they are meeting the obligations associated with living in the flats and are working closely with keyworker.
3. Provide intensive support to clients in times of enhanced need, for example, preventing rent arrears, self-neglect, anti-social behaviour, and potential breakdown of tenancy.
4. Provide targeted and focused 1:1 support for people with substance and/or alcohol use issues.
5. Work with clients to develop communal areas and create a positive sense of community.
6. Be responsive to feedback from Phase One support workers and delivering specific and targeted work with clients accordingly.
7. Work with a diverse range of clients with differing levels of motivation, and use effective, innovative and creative methods to inspire and empower them.
8. Proactively provide 'Debriefs' (training will be given) to support colleagues and clients after incidents.

### **General**

9. Work flexibly to ensure consistency of delivery.
10. Write accurate daily client notes and feeding back to Phase One key workers.
11. Attend and participate in internal/external meetings as required.
12. Attend and participate in line management supervision, training, and an annual appraisal.
13. Assist with the support of students, volunteers and interns.
14. Participate in BHT Sussex fundraising activities
15. Work within all BHT Sussex policies and procedures, including Safeguarding and Health and Safety.

*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.*

*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.*