

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 substance misuse, 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. Duties and Responsibilities

Group work programme:

1. Coordinate 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. Develop good relationships with external services including inviting them to deliver workshops to maximise opportunities for clients.
4. Arrange, promote and facilitate house meetings that are inclusive, meaningful and relevant.
5. Using client feedback to evaluate the effectiveness of the group work programme.
6. Tailor the group work programme to the needs identified in individuals' support plans.
7. 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, psychoeducation.
8. Be responsive to the changing needs and dynamics within Shore House, and delivering targeted workshops accordingly, for example money lending, or assertiveness.

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9. Encourage and accompany 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. 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.
11. Administer medication (training will be provided) and give additional support to clients who are ready to administer their own medication.
12. Provide 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. Work with clients to develop communal areas and shared spaces and creating a positive sense of community.
14. Be 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. Work with a diverse range of clients with differing levels of motivation, and using effective, innovative creative methods to inspire and empower them.

General

16. Work flexibly within a rota, including some evenings and weekend working.
17. Write accurate daily client notes and participate in handovers.
18. Attend and participate in clinical supervision sessions, team meetings and other internal/external meetings as required.
19. Attend and participate in line management supervision, training and an annual appraisal.
20. Assist with the support of students, volunteers and interns.
21. 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.