

Key Responsibilities:

Client Support:

- To develop positive supportive relationships with all clients and carry out key working responsibilities which can vary but include weekly 1-1 meeting, completing care plans, and risk assessment.
- To support clients using a trauma-informed and recovery-focused approach to learn about their mental health and identify actions that improve and maintain positive wellbeing.
- To support clients in developing life skills including self-care, cleaning, shopping and cooking.
- To organise and facilitate social activities and support clients in accessing amenities and services in the local area.
- To support clients to apply for the benefits they are entitled to and seek professional advice when required.
- To work alongside key-clients to develop a person-centred support plan that identifies individual, recovery-focused goals, which draws on personal strengths and resources and access to the support available.
- To create and update risk management/ safety plans which promote self-help and autonomy whilst outlining supportive measures the team can provide and supportive contingency plans to help minimise any risks to Archway clients.
- To support clients to maintain placements through active engagement in the available support and abiding by the expectations of residency as outlined in the licence agreement.
- To help facilitate a move-on plan for each client.
- To provide updates to Lead Practitioners and attend meetings relevant to care of clients
- To help develop and continually improve service delivery using a psychologically informed framework.
- To participate in Handovers, Client-Focussed reviews, Staff meetings and Reflective practice and Clinical Supervision when on shift.

Household:

To assist in the efficient domestic running of the house. This includes:

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- Participating in shopping or arranging for food and supplies to be bought.
- Participating in cleaning or ensuring that cleaning is carried out.
- Participating in cooking or ensuring that meals are cooked.
- Monitoring maintenance and repair issues and reporting these in line with local and organisation procedures.
- Carrying out health and safety checks and reporting any issues in line with local and organisation procedures.

Administration:

To carry out the necessary administration. This includes:

- Ensuring that records, including daily progress notes, support plans and risk management plans, are accurate and up to date.
- Writing reports as required.
- Processing and recording expenditure in line with the service's petty cash procedures.
- Administering and recording medication.
- Using a variety of IT software including Microsoft Office and Salesforce In-form database.

Other:

- To participate in a work rota which can include daytime and night-time hours, as well as weekends and bank holidays.
- To attend and engage in regular line management supervision.
- To assist in the supervision of volunteers and students where required.
- To remain aware of current issues and legislation impacting on the mental health sector.
- In conjunction with the Manager, to ensure that personal training needs are met.

Responsible To:

- Archway Management.

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.