



# Recovery Worker Level 2

## Mid Sussex Supported Housing

### Job Description

Ref: 1029

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## Job Summary

To be working as part of a team to support 20 clients across accommodation sites within Mid Sussex. Staff to work with the client and any other agencies involved in their case, to develop a support plan that will assist the client in being able to move onto more permanent accommodation.

## Responsible To

- Team Manager – Mid Sussex Supported Housing
- Deputy Manager – Mid Sussex Supported Housing
- Through line management to the Trust's Board of Management.

## Significant Working Relationships

- Clients at service
- Families of the clients
- Multidisciplinary teams
- BHT Sussex staff
- Relevant statutory and voluntary organisations involved 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 complete with the client an action plan and to carry out a client risk assessment
6. To supervise, at least, one designated member of the staffing team, including volunteers

### Key Duties

7. To lone work with clients in specified accommodation to be part of a wider staffing team.
8. To provide intensive housing management, including tenancy, rent, money management skills.
9. To liaise with colleagues as well as statutory personnel in housing departments, care teams, and police where appropriate.
10. To encourage selfcare and self-management for all clients within their home environment
11. To facilitate house meetings, to encourage a solution focused approach for problem solving relating to shared living.
12. To complete and maintain up to date records on a daily basis.

13. To work closely alongside all professionals involved with the clients case to raise concerns/alerts regarding any signs of issues relating to client wellbeing or placement.
14. To assist the Team Leader on carrying out any action following a breach of license agreement.
15. To represent the service at key stakeholder/partnership meetings.
16. To supervise, at least one, member of the staffing team including volunteers.
17. Assist in ensuring Health and Safety risk and quality compliance with senior staff.
18. To assist in the continuous monitoring and evaluation of the service/client outcomes alongside the wider staff team.
19. 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, Brighton Housing Trust'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 and others in meeting statutory requirements.**

**For confidentiality and data security: whilst working for BHT 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'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.**

**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.**