

# Hull & East Yorkshire Mind

## Job Description

<b>Title of Post:</b>	LINX Project Worker
<b>Based at:</b>	27 Hymers Avenue, Hull
<b>Salary:</b>	£19,432-£21,314 dependent on experience
<b>Hours</b>	37 per week, flexibly arranged. There is a requirement to work as part of a 24 hour rota (365 days per year) which will include evening and weekend work as standard.
<b>Responsible to:</b>	Senior LINX Project Worker
<b>Accountable to:</b>	Chief Executive Officer

### 1. LINX House Project

LINX House is a Hull based project which provides housing related support for seven residents experiencing early onset psychosis. The project works in partnership with the Psychosis Service for Young People in Hull and the East Riding (PSYPHER), and other agencies.

### 2. Responsibilities of the Post

The role of the Project Worker broadly falls into two main areas. The first, through support planning, is to work with and support residents to enable them to identify their goals in terms of future housing, employment and independence. The second is to maintain appropriate standards of accommodation, with regard to maintenance procedures, record keeping and rent collection.

The Project Worker will work with residents in a 24 hour supported housing setting. The hours of work will be divided between working with residents and carrying out administrative tasks, appropriate to the post.

A flexible approach to work is an essential requirement of the post as the service will be tailored to meet the needs of the 16-35 year old client group.

### 3. Project Monitored Outcomes

- Development of assessment and responses to the support needs of residents, in liaison with the Early Intervention in Psychosis team
- Development of the project in liaison with the Early Intervention in Psychosis team
- Development of service user involvement
- Development of quality standards

### 4. Principal Duties

- a. Develop supportive working relationships with service users that enable their engagement in the recovery process
- b. Actively work with service users with the aim of enabling them to achieve, improve and sustain greater independence. This may include:
  - Living skills
  - Access to work and/or training opportunities
  - Use of community facilities ie leisure, shops, buses, restaurants, libraries etc

- Completing benefit forms
  - Making appointments/attending appointments
  - Dealing with neighbours/difficult situations
  - Decorating and gardening
  - Shopping, cooking, keeping kitchen clean and looking after food, food hygiene and storage
  - Cleaning and washing, buying clothes and ironing
  - Obtaining/using aids and adaptations
  - Social and relationship development and maintenance (family/friends)
- c. To ensure that suitable records of the residents are kept in the required manner. To assist with regular reviews of residents' progress towards their aims and objectives and to review personal plans where appropriate. This may include report writing, as required to ensure that assessment and monitoring information is completed in the required manner.
  - d. In conjunction with the Senior Worker, to introduce and settle in new residents and to clarify the terms of their residency. To report to the Senior Worker any failure to keep to the terms of the occupancy agreement.
  - e. To participate in supervision, attend team meetings, training and appraisals as required.
  - f. To work in accordance with the shift rota including day and night to ensure that the project is staffed at the agreed levels at all times.
  - g. To ensure suitable procedures are being followed to safeguard the health and safety of all those who live and work in the project's accommodation, (eg: ensuring that fire precautions are in operation).
  - h. To ensure the buildings and gardens are properly maintained.
  - i. To ensure the services the project offers are provided to the appropriate standard and the residents are encouraged to be fully involved.
  - j. To keep up to date with legislation affecting residents and ensure that they are given practical advice relating to their benefits, housing, employment and other problems where appropriate. When necessary or appropriate, to liaise on behalf of the residents with the relevant agencies.
  - k. To ensure all money spent, collected or received is done according to the guidelines set down by the policy. To keep accurate records of all financial transactions.
  - l. To provide or help arrange, where appropriate, follow up support for residents moving on from the accommodation, in accordance with existing procedure.

#### **4. General Responsibilities**

- a. To work flexibly according to the needs of the LINX project and the organisation, maintaining and enhancing good working relationships with other staff both within the organisation and other external organisations/agencies.
- b. To maintain appropriate confidentiality at all times
- c. To assist in the implementation of Hull & East Yorkshire Mind's Business Plan so that you can be aware of, and work towards, individual, team and organisation objectives and recognise and understand the importance of continual development of the individual team and organisation.
- d. To adhere to the provisions of and attend any training appertaining to, the Health and Safety at Work Act and to ensure personal safety and the safety of those in contact with our services so far as is reasonably practicable.

- e. To comply with all Hull & East Yorkshire Mind finance policies and procedures and to ensure, if it falls within your responsibilities, that all expenditures are within project budget.
- f. To undergo mandatory training as directed by the organisation and all other relevant training, as identified through personal development reviews, to perform duties competently.
- g. To actively participate in formal supervision and personal development reviews.
- h. To be flexible with regards to the duties undertaken and in addition to the normal duties, undertake other duties that are reasonably within your skills and knowledge, but outside of the normal sphere of activity, if this is required.
- i. To perform other duties that reasonably corresponds to the general character of the post.
- j. To attend fund-raising or promotional events as appropriate

It should be noted that a NO SMOKING AT WORK POLICY is in operation and employees are required to refrain from smoking during working hours.

The duties and responsibilities of the post will be undertaken in accordance with the Policies, Procedures, Guidelines and practices of Hull & East Yorkshire Mind, which will be reviewed and amended to suit the requirements of the organisation. It is the responsibility of all staff to keep up to date with all the policy documents.

This Job Description is not meant to be exhaustive and the Organisation reserves the right to require the job holder to flexible and perform duties other than those listed according to the changing requirements of the organisation.

This Job Description is subject to review and subsequent revision.

**AGREED AND SIGNED BY:**

**Employee**

Print name: ..... Signature: .....

Date: .....

**Manager**

Print name: ..... Signature: .....

Date: .....