

<b>Job Description</b>	
<b>Job Title: Recovery Coordinator</b>	<b>Grade/Pay Scale: NJC 23 £21,268 pa (£17,006.08 pro rata)</b>
<b>Reports to: Recovery Lead</b>	<b>Hours:</b>
<b>Location: Sanford House, Swindon</b>	<b>28 hours per week Monday to Friday 10 month contract period – contract critical, potential to review.</b>
<p><b><u>Job Purpose:</u></b></p> <p>This role is focussed on supporting people with mental health needs in the community, enabling and assisting them to meet daily health, social care and wellbeing needs, in line with personal recovery goals, and facilitating engagement with mainstream services.</p> <p>The post holder will contribute to the ongoing assessment, planning delivery and review of activities and interventions against identified health, social care and wellbeing needs, acting as recovery coordinator for an allocated group of service users. The role will also require undertaking and delivering defined activities and interventions for a wider group of identified service users, in accordance with the agreed personal recovery plan; this maybe either on a one to one basis, or as part of a group activity.</p> <p>The post holder will be part of a team providing the following services:</p> <ul style="list-style-type: none"> <li>• Recovery focused Outreach service as part of Wellbeing Stepdown for people who are being discharged from secondary mental health services</li> <li>• Bespoke service training delivery. Delivering training to primary age children and adults in the work place.</li> <li>• Wellbeing coordination service, working with people to develop their own recovery focussed wellbeing plans based on the Five Ways to Wellbeing</li> </ul> <p><b>Recovery Statement</b> We in Swindon Mind place recovery and enablement at the heart of our service. Therefore we all demonstrate the recovery principles of:</p> <ul style="list-style-type: none"> <li>_ Hope</li> <li>_ Partnership</li> <li>_ Maximising opportunities every day, in all that we do.</li> </ul> <p><b>Key Accountabilities:</b></p> <p><b>Recovery focused outreach</b></p> <ol style="list-style-type: none"> <li>1. To work with the Leads to develop the outreach service in relation to the Wellbeing Stepdown service for people who are being discharged from adult secondary mental health services (outreach may include visiting someone at their home or attending a meeting with them if this is part of their recovery/wellbeing plan)</li> </ol>	

2. To work alongside the Recovery team at Avon & Wiltshire Partnership to ensure a smooth transition between secondary mental health and Swindon Mind services
3. To work in collaboration with Child & Adolescent Mental Health Services (CAMHS) to support young adults who are being discharged from CAMHS to ensure a smooth transition

#### **Bespoke Training & Workshop Delivery**

4. To work with the Leads delivering workshops and interactive classes to Primary school age children.
5. To delivery workshops and training to Primary school parents and teaching staff.
6. To support delivery of bespoke workshops to local business.

#### **Wellbeing Coordination (Five Ways to Wellbeing)**

7. To perform Wellbeing Assessments, coaching and planning, supporting service users with their Wellbeing Plans
8. To meet a number of Wellbeing Plans set as targets by Management and team leads
9. To promote resilience by supporting service users to develop and maintain their own recovery plans
10. To identify where a service user wants to gain, retain employment at earliest opportunity and refer to our Employment Service
11. To monitor individual Wellbeing Plans

#### **Monitoring and Evaluation**

12. To collect relevant information in line with management expectation to capture, track and monitor performance
13. To complete relevant paper and electronic documentation in line with the Recovery coordinator role
14. Maintain accurate, confidential records of service user activity, writing reports and letters, utilising electronic record and other systems available within Swindon Mind
15. Report and record within agreed timeframes, all activity relating to information reporting and performance requirements
16. To provide timely reporting and monitoring for the Service Manager and CEO for reporting to stakeholders and commissioners

#### **Advice and Information**

17. Provide up to date information, signposting and referral
18. Provide and signpost mental health advocacy accordingly
19. Provide and signpost into Community and Beactive programme if appropriate
20. To refer, signpost and support service users to the most appropriate services, within Swindon Mind, with mental health service providers and community resources
21. Utilise Swindon Borough Council My Care My Support website, and the internet in providing up to date signposting service and with partners based at Sanford House

#### **General Duties**

- Effectively build hope inspiring relationships which acknowledge the personal journey of each person, and focus on strengths and aspirations to allow the creation of meaningful personal recovery plans

- Work collaboratively and sensitively with individuals, with a range of mental health needs to develop skills to manage their own health, in accordance with their personal recovery plan
- Actively promoting and using approaches which are affirming, build on strengths, identify past positive experience and success
- Use small steps to move towards the person's goal
- Promote the rights of individuals by recognising differences and acting in accordance with the relevant legislation, recognising and reporting discriminatory behaviour, and taking appropriate action
- Monitor and maintain health, safety and security of self and others, taking appropriate action where required

To support other areas of work and undertake other duties at Swindon Mind when needed

### **Knowledge/Experience/Skills:**

#### **Essential**

- Relevant experience of working in any health, social care, or any related voluntary organisation setting
- Able to demonstrate some awareness of theories underpinning health and social care
- Able to articulate a clear knowledge of policy and legislative frameworks within which mental health services are delivered including a person's rights under the MHA , and Mental Capacity Act
- Demonstrates a good understanding of recovery principles and the role of mental health services in the delivery of care
- Demonstrate well-developed listening skills and effective verbal communication skills, such as being able to engage appropriately with service users, carers, colleagues, statutory and voluntary agencies, both face to face and by telephone.
- Well-developed IT skills including competent use of Microsoft Office, and the use of electronic record keeping systems
- Demonstrates a willingness to embrace new technology and processes
- Is able to describe how supervision supports safe working practices
- Demonstrates ability to use initiative appropriately, making decisions within the guidelines set.
- Demonstrate well developed written communication skills, with the ability to produce letters, written reports, maintain accurate records and record required statistical information
- Ability to support, coach and empower people with their Wellbeing Planning
- Willingness to support people with a range of needs to meet their recovery goals
- Understanding of the issues and concerns of mental health service users
- Knowledge and commitment to service users rights
- Understanding of the impact of stigma and discrimination
- Knowledge of local policies in respect of safeguarding and the protection of vulnerable adults

- Able to demonstrate a broad understanding of the concept of confidentiality
- Willingness to take part in activities which support team working
- Able to demonstrate an appreciation of equal opportunities/diversity issues

#### **Desirable**

- Trained in an allied field such as counselling, mediation or advocacy
- Experience of teaching/training individuals or groups
- Ability and willingness to reflect on work practice and be open to constructive feedback
- Ability to work in an enabling and creative way
- Ability to manage stress and to plan and prioritise workload
- Ability to carry out practical tasks
- High level of self-awareness – ability to critically appraise own performance
- Critical thinker
- To be able to maintain a flexible working pattern as weekend work may be necessary from time to time.

#### **Review**

These duties are intended to be a guide to the post and should not be considered exhaustive. It is subject to review, depending on the needs of Swindon Mind. The post holder will be encouraged to participate in any such review.

#### **Probationary Period**

New employees will be subject to a six month probationary period and will be subject to an enhanced DBS check

#### **Contract Period**

This post is timed due to contract timeframes, should the contract be extended the post would be extended in line with the extension.