


Project Worker	
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Responsible To: Project Coordinator

Accountable To: Chief Officer

Salary: £10,920 per annum for 21 hours per week

Contract: Fixed for 3 years

Special Conditions

Unsocial hours may need to be worked which could include weekend or evening dependent on the changing needs of the people who use services (PWUS).

Nature of the Post

To work within a new project funded by Big Lottery Fund which offers support to adults from a BME background who are ex-offenders, experiencing and/or recovering from mental health problems, their carers and family members. The support will be user led and a combination of centre based activities with some activities being delivered within a variety of community settings or in the client's home.

You will be required to work within a culturally responsive, recovery and outcomes focused framework to support this client group to maintain their independence, support their ability to live within the community and by providing practical and social support to assist individuals to manage their mental health issues, reduce reoffending behaviour and move on by engaging in training, employment, volunteering and other activities. You will be line managed by the Project Coordinator where you will work with a caseload of clients and family members. You will be required to work with clients to complete their initial needs assessments, recovery plans or support plans and to work with people on an individual basis in a person centred manner. You will be responsible for maintaining your client files, collecting monitoring data including evidenced based well-being data. You will support clients to make links with user group Ujima and groups within the local community to support resettlement activities.

Liases With

All SACMHF staff, clients and Board of Trustees
 Care Co-ordinators from Mental Health Teams
 Keyworkers and Care Managers from Group Homes/Hostels

Clients relative
Hospital staff
General visitors to the Kuumba Centre
Third Sector staff
General Public
Strategic business partners
This is not an exhaustive list.

Main Duties and Responsibilities

1. To assist the coordination of client engagement activities within the Centre and externally and in partnership with external organisations.
2. You will, where relevant, participate in and contribute to CPA (Care Programme Approach) review meetings and liaison with external health professionals involved in the care and support of clients as required.
3. You will assist in the preparation of reports for specialist meetings e.g. CPA reviews, Annual General Meeting etc.
4. To attend co-production meetings to ensure client participation in decision making pertinent to the planning, development and design of new projects and services.
5. Undertake casework for clients and family members as relevant. Case manager software will be used to record client data.
6. To maintain computerised and written records to maintain and collect monitoring data for clients including attendance, signposting and a range of individual outcomes.
7. To be aware of and respond to the needs of clients reporting concerns about ill health and any safeguarding concerns to team members and/or senior staff and treat these concerns with urgency.
8. Conducting information, advice and awareness sessions within a variety of community settings within Sandwell and West Birmingham to members of the public and potential users of the service.
9. Publicising activities and events within the centre via social media and other means, with guidance.
10. To participate in fund-raising events, awareness raising of mental health issues e.g. World Mental Health Day, Black History, Heritage and Carers week, Mental health awareness week etc, and other related initiatives.
11. To contribute to the maintenance of good housekeeping within the centre being mindful of limiting any damage to the Foundation's property, fixtures and fittings.
12. Any other duties that fall within the parameters of the post.

General Responsibilities

1. To report any health and safety concerns/hazards the Chief Officer. Completion of the accident report book for accidents and near misses. Ensure the safety and welfare of service users and staff by complying with Health and Safety regulations and adopting safe working practices
2. To take part in handover meetings, team & management review meetings, strategic development days, internal and external quality audits and other meetings as required.
3. To participate in regular training and career development opportunities relevant to the post to hone existing skills and broaden knowledge and awareness.

4. To adhere to the SACMHF's BS EN ISO 9001: 2015 Quality Management System and aligned Policies and Procedures.
5. To participate fully in regular supervision and support sessions and annual appraisal meetings.

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties, other than to those entitled to receive it.

Equal Opportunities

SACMHF currently adheres to an Equality and Diversity Policy. Staff are required to ensure that all policies and practices are in accordance with legislation and best practice.

Health & Safety at Work

Staff must ensure that they are familiar with and follow the requirements of legislation, policies and codes of practice applicable to the workplace.

Job Description

This job description is not definitive and is a broad guide to your work. Changes in user demands may require changes to be made. This job description is subject to review during the annual appraisal during discussion with the post-holder. This job description does not form part of your contract of employment.

Hours of Work

Working times for full-time staff is 9.30 a.m. 5.00 p.m. Monday-Friday. You will be informed of the specific days you will work by, your line-manager on appointment, (particularly if you are part time). Working hours for Casual staff is a 7 hour shift approx. which is subject to change to incorporate 'out of hours' work when required. There is a daily 30 minute lunch break. If your lunch break is taken externally from the centre, it must be at a time convenient to the centre and the post-holder. The post-holder will be expected to work flexibly around the above stated times according to the demands of the centres activities.

Annual Leave Entitlement

You are entitled to 17 days annual leave. Part time staff will be worked out on a pro rata basis. You will be entitled to 8 approx. public bank holidays or pro rata.

Person Specification BIG Project Worker

No	Criteria: AF = application form I = interview and P = presentation	Essential	Desirable	Identified via AF & I
	Knowledge & Experience			
1.	Minimum of 1 years' experience of working within health and social care services or with vulnerable people.	✓		AF & I
2.	Demonstrable experience of effective engagement or casework with the Black African, Caribbean, Black dual heritage and/or BME communities.	✓		AF & I
3.	Knowledge of issues that may characterise the experiences of Black, African, Caribbean, Black dual heritage and BME adults recovering from mental ill health with an offending background		✓	AF & I
4.	Knowledge and or personal experience of offending or offender management		✓	AF & I
5.	Skills and Ability			
6.	Able to work on one's own initiative and as a member of a team		✓	AF & I
7.	Ability to organise one's own workload effectively, with the ability to prioritise and work to deadlines.		✓	AF & I
8.	Effective communication with a variety of professional/ local people.	✓		AF & I
9.	Good written and numeracy skills.	✓		AF & I
10.	IT literate in the use of Microsoft Office software products e.g. 'Word'.	✓		AF & I
11.	Education/Qualifications			
12.	A good basic level of education or work related training or working towards a relevant qualification	✓		AF & I
13.	Disposition			
14.	A commitment to service user involvement	✓		AF & I
15.	Self-Awareness	✓		AF & I
16.	Other			
17.	Able to work flexible hours when required	✓		AF & I



**Sandwell African Caribbean
Mental Health Foundation**

'Building Futures' Project
Worker

Salary £10,920 per annum
for 3 days per week

21 hours per week (fixed for
3 years)



Sandwell African Caribbean Mental Health Foundation is a charity which provides a range of day services for African and African Caribbean adults recovering from mental ill health. We are currently looking for a Project Coordinator to join our team to implement and deliver the Building Futures Project funded by, The Big Lottery Fund, in partnership with Prison Link. The project will be to support ex-offenders with mental ill health or those at risk of developing mental ill health to re-build their lives and emotional resilience and their families. You will be required to set up the project, line manage project staff and achieve the project milestones in accordance with the project plan.

The post holder will need to have experience in working with people who are vulnerable, disadvantaged or who are recovering from mental ill health. The post holder will have knowledge of the issues that may characterise the experiences of Black African, Caribbean Black dual heritage and BME adults who are recovering from mental ill health.

The closing date for receipt of completed applications is on this date by 12.00 noon:	Friday 12 th October 2018
Shortlisting will be held on:	Monday 15 th October 2018
Interviews will be held on:	Monday 22 nd October 2018

CV's will not be accepted.

For an application form contact the Office & Finance Manager on 0121 525 1629 or send an email to info@sacmhf.co.uk or download from our website www.sacmhf.co.uk