



Peer Support Worker (My Wellbeing College)

Job Title:	Peer Support Worker
Location:	Based at Lynfield Mount Hospital, Heights Lane, Bradford BD9 6DP. Required to attend some meetings at The Cellar Trust in Shipley and across the district.
Responsible to:	My Wellbeing College Team Leader
Hours of work:	30 hours per week (4 days), Monday – Friday.
Salary:	£17,952 per annum pro-rata
Contract:	Fixed term contract for 12 months
Holiday allowance:	25 days per year plus bank holidays, pro-rata
Informal enquiries:	Joanne Radley, 01274 586474 or Joanne.Radley@thecellartrust.org
Applications to:	Jayne Allen (HR Administration) Jayne.Allen@thecellartrust.org
Closing Date:	Sunday 31 st January 2021
Interview Date:	Friday 5 th February 2021

General

The Cellar Trust is passionate about ensuring a diverse and inclusive workforce and environment. We welcome applications from all sections of the community, particularly BAME and LGBTQ communities who are underrepresented within the organisation.

We are a Disability Confident employer, and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

Please note that CVs will not be accepted and applicants must use the Experience section of the application form to state how they meet all of the essential criteria in the person specification. The application form and related forms can be found on our website:

<https://www.thecellartrust.org/about-the-cellar-trust/working-for-us/> If you would like a copy of the application form and related documents in another format, such as a paper copy, please contact Jayne Allen (Jayne.Allen@thecellartrust.org).

Only applicants invited to interview will be informed – if you have not been contacted within two weeks of the closing date then you have not been shortlisted. Feedback will only be given to applicants who are unsuccessful at interview stage. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check.

Job Purpose

The Cellar Trust has partnered with Bradford District Foundation Care Trust (BDCFT) to offer Peer Support Worker (PSW) roles within the Enrolment Team at My Wellbeing College, based at Lynfield Mount Hospital, Bradford.

The Peer Support Worker role has been developed specifically for people who have life experience of mental distress. Through sharing wisdom from their own experiences, Peer Support Workers will inspire hope and belief that recovery is possible in others. As a core member of the Enrolment Team,

the Peer Support Worker will assess clients over the telephone who have been referred or self-referred to My Wellbeing College.

Emotional Effort - The role is emotionally demanding due to the nature of distress experienced by service users and the workers own lived experience. Issues may be encountered which may be emotionally distressing for the workers involved.

Job Location – COVID-19

Our locations are currently closed and our staff are working from home with most services and functions continuing as normal. We are unclear at this stage when we will be able to resume normal operations and have staff on site. Therefore, it is likely you will be required to work from home for the start of your contract. This will include having a virtual induction and training via telephone, email and video calls. We will work towards getting our staff back in to the office as soon as we can, however, we cannot predict when that will be. Therefore, you will need to have a suitable space to work at home, with access to the internet and the ability to make confidential calls and attend virtual meetings. You will be provided with all equipment necessary to do this.

Accountability

- Responsible to the My Wellbeing College Team Leader with supervision from the Senior Peer Support Worker;
- No direct managerial responsibilities.

Key Duties and Responsibilities

- Conduct 30 minutes suitability assessments; screening for suitability for My Wellbeing College and making clinical decisions in relation to what therapeutic intervention someone is assigned.
- Complete clinical notes to a satisfactory standard and uploading them within a 24-hour time frame.
- Monitor incoming online referrals and conduct outbound calls as needed.
- Assess clinical risk of those referred using the suitability assessment framework.
- Complete onward referrals and signpost to statutory and non-statutory agencies as appropriate.
- Work with unconditional positive regard towards clients and establishing supportive and respectful relationships.
- Work with a high level of awareness of safeguarding in order to both prevent and respond appropriately to abuse.
- Model personal responsibility, self-awareness, self-belief, self-advocacy and hopefulness.
- Develop knowledge of local resources and utilise as necessary;
- Attend caseload management, supervision and coaching provided within the team.
- Be actively involved in the continued development of the PSW training programme and in the ongoing evaluation of the PSW role.
- Abide by the PSW code of conduct, so that the central focus of work, inspiring recovery, is not compromised in any way.
- Complete all mandatory training.
- Identify personal developmental needs in conjunction with your line manager and recovery-focused supervision.
- Maintain a working knowledge of current trends in mental health, recovery and peer support.
- Work within all Cellar Trust and BDCFT policies and procedures.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person specification

All aspects of the person specification will be assessed through the application form with additional questions at interview stage. Please ensure that all of the criteria are addressed in your personal statement with examples/evidence for each aspect of the role.

Criteria	Essential	Desirable
QUALIFICATIONS	GCSE English and Maths Level 4 or above, or equivalent experience.	Qualifications in areas related to mental health and/or health and social care, for example, social work, occupational therapy.
	Willingness to undertake a peer support qualification.	Peer support qualification.
SKILLS & EXPERIENCE	Lived expertise of mental health.	Experience of peer support.
	Experience of recovering a meaningful life.	Experience of working with people with mental health problems.
	Experience of using mental health services in the community.	Experience of telephone work.
	Effective client care and support skills including calm and empathetic nature when dealing with people in distress.	Additional language skills.
	Experience of being in a supportive and enabling role (voluntary, paid or as a carer), on a one-to-one basis.	Experience of using databases.
	Comfortable receiving complex and sensitive information and working in line with confidentiality and data protection policies.	
	Ability to develop and maintain sound working relationships with all members of the multidisciplinary teams.	
	Experience of organising and planning own work activities.	
	Willingness to deliver basic training and facilitate peer group discussions.	
	Ability to use Microsoft Office packages including Word and Excel to a good standard.	
KNOWLEDGE	Awareness of other mental health services in the community.	Understanding of mental health legislation.
	Understanding of the issues and concerns of mental health service users including a commitment to client rights.	
	Understanding of the impact of stigma and discrimination.	
	Understanding of the importance of safeguarding in a mental health setting.	

PERSONAL ATTRIBUTES	Motivation to meet the needs of individual clients.	
	Strong commitment to working collaboratively as part of a team.	
	A willingness to be flexible.	
	Comfortable working in a busy, changeable environment.	
	Commitment to equality and diversity.	
	Commitment to delivering a high-quality service and continuous improvement.	
	A proactive and empowering approach to promoting recovery.	
OTHER	Willing and able to undertake all mandatory training as required as well as job and personal development.	
	Ability to share personal story of recovery in a professional manner.	
	Ability and willingness to reflect on work practice and be open to constructive feedback.	
	Ability to manage stress and to plan and prioritise workload.	
	Ability to maintain a healthy home/work life balance.	
	High level of self-awareness – ability to critically appraise own performance.	
	Professional in appearance and behaviour.	