

The Cellar Trust

Job Description

Vocational Support Worker - STEPS *temporary 6 months post*

Responsible to: Employment and Vocational Service Team Leader

Hours of work: 25 hours per week, Monday – Friday

Salary: £16,393 pro rata

Based in Shipley, The Cellar Trust is a local charity which has been supporting individuals recovering from mental health problems across the Bradford, Craven, Airedale and Wharfedale areas for almost 30 years.

This is an exciting time for The Cellar Trust. We have a long track record of supporting people by helping them to move on to volunteering, education or employment – and are now working to further develop this activity. In 2016 we also opened a new and innovative crisis service: Haven, which is an alternative to A&E for people in emotional distress.

We are looking for an experienced professional with experience supporting recovery to join our Vocational and Employment Team.

You will be passionate about mental health and making a difference, highly motivated, proactive and resourceful. A positive attitude with a flexible approach and excellent interpersonal skills are essential.

We are an evolving and growing service, with strong partnerships with Bradford District Care Foundation Trust (BDFCT) and Bradford Metropolitan District Council (BMDC), therefore, you will need to be able to work in a flexible way. You will also be comfortable in a fast paced environment and able to manage your own time effectively.

We operate across the Bradford District as well as in Airedale, Wharfedale and Craven, and we anticipate that this role may often involve meeting with employers as well as individuals in the community, therefore, regular travel and flexibility is required.

For more information about our organisation and the work we do please visit:

www.thecellartrust.org

@TheCellarTrust

<https://www.facebook.com/TheCellarTrust>

Key roles and responsibilities:

- To support individuals with mental health and physical health problems move closer to employment
- To support lead Steps case manager in the delivery of the Steps programme
- To work in line with agreed service approaches and models including (but not limited to) initial assessment, action planning, use of agreed service pathways and measures, regular monitoring and review and vocational profiling
- To liaise with other health and social care professionals, for example, liaising in crisis or sign posting to other appropriate services to meet other support needs
- To ensure the development and delivery of personal development courses, and group activities to support clients to develop their skills
- To assist the Steps case manager in developing positive working relationships with employers and potential placement hosts
- To work in line with our contractual obligations – ensuring that data is recorded accurately and outcomes are achieved
- To work in close partnership with BDCFT, BMDC, and other voluntary and private sector opportunities
- To work with individuals in work wellness and support plans
- To ensure that client notes and relevant data are recorded in a consistent and timely manner.
- To work flexibly, as required. This might require some working out of 'normal' hours.
- To maintain a professional relationship with the clients of the programme and with other staff, paying particular attention to confidentiality and the maintenance of boundaries.
- To engage in the supervision, training and personal development activities consistent with the requirements of the post.
- To comply with all Cellar Trust policies, procedures and protocols.
- To plan workload, manage own time and meet delivery targets especially around agreed performance management targets
- Maintain professional attitude and approach.
- Any other duties commensurate to the post, to be decided by your line manager.

Expressions of interest by: 4pm Friday 10th November 2017

Interview Date: tbc

Please send your expression of interest along with your CV to
jayne.chapman@thecellartrust.org

The Cellar Trust is an equal opportunities employer. If you would like to request any reasonable adjustments at interview stage of the recruitment process please specify this in your application.