



**BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Support Time Recovery Worker</b>
<b>Grade:</b>	<b>4</b>
<b>Reporting to:</b>	<b>Outreach Team Lead</b>
<b>Accountable to:</b>	<b>Specialities Lead Nurse for Eating Disorders</b>
<b>Location:</b>	<b>Barberry – Community locations and outpatient department</b>

**Job Purpose:**

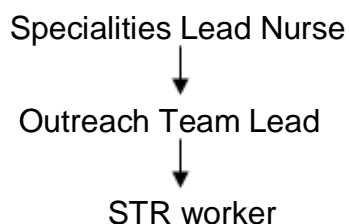
To provide community outreach and support for adult service users with eating disorders. The support time recovery worker will provide practical support and psychoeducation in the treatment of eating disorders as well as physical health monitoring.

**Job Summary:**

1.1. The post holder will facilitate service users to move through the recovery process and will support service users to achieve identified goals and maintain recovery. The post holder will be part of a multi-disciplinary team and work closely with the wider eating disorder service team in the implementation of areas identified in service user care support plans. This will include involvement in the assessment implementation and evaluation of care within agreed parameters. You will offer practical support to enhance service user strengths and quality of life. The post holder will take responsibility for an identified caseload and provide outreach and community follow up to support service users through their recovery.

1.2. You will ensure that there are effective care pathways to a range of services that will enhance individual recovery. This will be achieved by ensuring close liaison with identified partners and community organisations including employment /training providers, housing and mental health. You will also provide low intensity psychosocial interventions to service users on caseload. You will be able to signpost services users to the appropriate facilities and provide support and help through a CBT approach.

## Organisation Chart:



## Key Communications and Working Relationships

**Internal – Multidisciplinary team, service users and carers, mental health services.**

**External – GP's, training organisations, other service providers, housing**

## Principle Duties and Responsibilities

- 4.1 Assess the needs of service users on case load and collaboratively set goals with patients to aid recovery from their eating disorder.
- 4.2 Under appropriate supervision, develop implement, monitor and evaluate comprehensive/complex care support plans with service users and case managers
- 4.3 Manage identified caseload of service users, supporting them with their recovery goals and work towards an independent lifestyle.
- 4.4 Utilise Multidisciplinary team and clinical supervision to review and monitor patient care.
- 4.5 Support service users to access appropriate housing, access training/employment, to develop a healthy lifestyle and develop leisure interests that will contribute to recovery and community re integration..
- 4.6 To deliver recovery focused group programmes
- 4.6 To attend and participate in review meetings and write reports as appropriate
- 4.7 To engage and motivate service users by providing evidenced based Interventions and low intensity psychosocial interventions using a CBT approach.
- 4.8 To provide evidence based harm reduction advice and information on areas such a dental care, regular medical monitoring and weighing.
- 4.9 To work in partnership with other services, including criminal justice agencies, Mental health, housing and training/employment providers
- 4.11 To manage and attend appointments with service users as agreed within their recovery plan, this will be within community settings and service users homes and Outpatient department. Providing support around life skills, such as good planning, shopping preparation however not limited too.

- 4.12 To have knowledge of child protection and and report concerns/risks to supervisor
- 4.13 Contribute to the initial and ongoing assessment of service users needs including risk assessment
- 4.14 To protect service users and others by working within agreed sharing of information protocols / policies
- 4.15 To work effectively as part of a Multi Disciplinary Team.

## **5 Service quality & Relationship**

- 5.1 Respect service user opinions and preferences via a choice philosophy
- 5.2 Deliver recovery focused interventions that demonstrate improvements in service user experience, challenging where necessary to continuously improve working methods, systems and processes; to maximise effectiveness of service provision
- 5.3 Ensure that work elevates service user hopes and possibilities and builds on strengths.
- 5.4 To contribute to the evaluation of the service
- 5.5 Facilitate the development of effective pathways to ensure service users can access services that promote health and well being
- 5.6 Work to a philosophy that moves service users from professionally directed treatment plans to service user directed recovery plans.

## **Service innovation and duration**

- 6.1 Work to a philosophy that is focused on building and sustaining recovery from Eating disorders.

## **Clinical & development**

- 7.1 Establish therapeutic relationships with service users and provide therapeutic interventions/practical support to service users with appropriate boundaries to facilitate and enhance service user recovery
- 7.2 Participate in the Trust appraisal scheme and in conjunction with the team Manager, identify own personal development and training needs;.
- 7.3 Make critical decisions related to service user care in a timely and considered manner and ensure that any concerns are raised with the appropriate case manager.
- 7.4 Ensure that accurate and timely written records are kept which comply with the Trust policy reporting on any issues as appropriate
- 7.5 To engage in regular supervision with identified supervisor.
- 7.6 Maintain compliance with statutory and mandatory training
- 7.7 To adhere to all Trust Policies and procedures.
- 7.8 To work flexibly and undertake any other duties as required by the service, which are commensurate with the grade.
- 7.9 To work across other team bases as required
- 7.10 Attend and contribute to staff meetings and other meetings pertinent to role in order to represent the interests of the team and it's client group.

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## **General**

### 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. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

### Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

### Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

### Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

### Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

### Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

### Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

### Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in

attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

#### Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

#### Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

#### Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

#### Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

#### Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

#### Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

#### Smoking

The Trust operates a No Smoking Policy.

#### Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

#### Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder.

It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

### Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

### Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

Birmingham and Solihull Mental Health Foundation NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

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### **Additional Information**

### **Job Description Agreement**

Budget Holder	.....	<b>Signature</b>
	.....	<b>Name</b>
Post Holder	.....	<b>Signature</b>
	.....	<b>Name</b>
Date	.....	

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**PERSON SPECIFICATION**

<b>Location:</b> The Barberry	<b>Department:</b> Eating Disorders Community Service
<b>Post Title:</b> Support Time Recovery Worker	<b>Grade:</b> 4

Attributes	Essential	Desirable	How Identified
<b>Training &amp; Qualifications</b>	Appropriate diploma level qualification in health or social care.	Completed a counselling course or equivalent	Application/Interview
<b>Experience</b>	Significant experience working in a health or social care setting, such as HCA, OTA.	Experience working with service users with eating disorders.	Application/Interview
<b>Skills/Knowledge</b>	<p>Understanding of the importance of involvement of a diverse group of service users and carers in service planning and monitoring.</p> <p>Good knowledge of Eating Disorders treatment in accordance with NICE guidelines.</p>		<p>Interview</p> <p>Interview</p>



	<p>Knowledge of welfare benefits and housing services.</p> <p>Ability to work effectively and cooperatively with user and carer groups.</p> <p>Understanding of equal opportunities policies, including dynamics of disability, sexism, racism.</p> <p>Understanding of the interface within other services including mental health services.</p>		<p>Application/Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<b>Personal Qualities</b>	<p>Approachable, helpful and encouraging with excellent interpersonal skills.</p> <p>Good IT skills including use of computerised service user information systems.</p> <p>Willingness to undertake appropriate training related to role.</p> <p>Self-awareness of own strengths &amp; weaknesses and impact on others.</p> <p>A deep motivation to improve performance &amp; make a difference to others' health &amp; quality of life.</p> <p>Personal integrity - strongly held commitment to openness, honesty, inclusiveness and high standards.</p> <p>Car Driver or ability to be mobile over a geographical area within a timely manner.</p>		<p>Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Interview</p> <p>Application/Interview</p>