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## Job Summary

To support vulnerable clients with complex mental health needs, living at Archway's Stepdown service (Sackville Gardens) and residential care home (Portland Road), using a recovery model approach.

Stepdown at Sackville Gardens is a 5-bed service providing short term (up to 16 weeks), intensive support for people who are medically fit to leave hospital but do not have a residential service available to immediately support them on a longer-term basis. This is an exciting pilot scheme planned for a duration of 7 months.

Portland Road is a well-established 9 bed residential care home providing medium term (up to two years) supporting people to move on to less supported accommodation.

To promote independence and autonomy by helping clients to make informed choices about their lives. This information may relate to mental health, physical health, general practical help, lifestyle choices, DWP benefits, budgeting and financial matters, recreation, work and education and housing options.

## Responsible To

- Operational Manager
- Through line management to the Board of Management.

## Significant Working Relationships

- BHT Sussex staff
- Sussex Partnership Foundation NHS Trust
- Local Authority
- Department of Work and Pensions
- Relevant Statutory and Voluntary agencies

## Duties / Responsibilities

### Client Support

1. To develop positive supportive relationships with clients and carry out key working responsibilities for a small caseload.
2. To support clients using a trauma-informed and recovery-focused approach to learn about their mental health and identify actions that improve and maintain positive wellbeing.
3. To support clients in developing life skills including self-care, cleaning, shopping and cooking.

4. To organise and facilitate social activities and support clients in accessing amenities and services in the local area.
5. To support clients to apply for the benefits they are entitled to and seek professional advice when required.
6. To work alongside key-clients to develop a person-centred support plan that identifies individual, recovery-focused goals, which draws on personal strengths and resources and access to the support available.
7. To create and update risk management/ safety plans which promote self-help and autonomy whilst outlining supportive measures the team can provide and supportive contingency plans to help minimise any risks to Archway clients.
8. To support clients to maintain placements through active engagement in the available support and abiding by the expectations of residency as outlined in the licence agreement.
9. To help facilitate a move-on plan for each client.
10. To visit and/or carry out assessments for prospective clients in hospital.
11. To help develop and continually improve service delivery using a psychologically informed framework.
12. To participate in handovers, client-focussed reviews, staff meetings and reflective practice.

## **Household**

To assist in the efficient domestic running of the house. This includes:-

13. Participating in shopping or arranging for food and supplies to be bought.
14. Participating in cleaning or ensuring that cleaning is carried out.
15. Participating in cooking or ensuring that meals are cooked.
16. Monitoring maintenance and repair issues and reporting these in line with local and organisation procedures
17. Carrying out health and safety checks and reporting any issues in line with local and organisation procedures

## **Administration**

To carry out the necessary administration. This includes:

18. Ensuring that records, including daily progress notes, support plans and risk management plans, are accurate and up-to-date.
19. Writing reports as required.
20. Processing and recording expenditure in line with the service's petty cash procedures.
21. Administering and recording medication.
22. Using a variety of IT software including Microsoft Office and Salesforce In-form database.

## **Other**

23. To participate in a work rota which can include daytime and night-time hours, as well as weekends and bank holidays.
24. To attend and engage in regular line management supervision.
25. To assist in the supervision of volunteers and students where required.
26. To remain aware of current issues and legislation impacting on the mental health sector.
27. In conjunction with the Manager, to ensure that personal training needs are met.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.