

Project Jasmine Support & Engagement Community Worker (Women)

JOB DESCRIPTION

Job Title:	Support & Engagement Worker
Reporting to:	Complex Needs Project Lead
Hours:	15 hours
Salary:	£19,890 - £20,912
Location:	L.B Ealing – at EACH's centre in Hanwell plus outreach basis across the borough
Information:	Permanent, subject to continuous funding

1. MAIN PURPOSE

To access and engage women with complex needs (substance misuse/mental health/violence and abuse), including women from the BME communities, to help them recover and lead healthier, independent lives

2. Key Tasks

- Undertake outreach and promotion within the local community and to professionals ensuring appropriate take up and engagement with the service
- Assist the lead to recruit and support up to 20 volunteer counsellors that speak community languages
- Establish outreach based satellite provision to improve access for women and to provide support/activities from various locations
- Identify and maintain a record of local community resources to help women access these
- Integrate information and signposting to women within other EACH projects/services as appropriate
- Provide information and advice to empower women to make changes to their lifestyles and behaviours, including through motivational support, activity based groups, well-being workshops
- Develop support/activity plans and support women to access structured counselling and group programmes, and other services to help them in their recovery, including through brokerage
- Support the development of aftercare and peer-led activities and networks to provide women with long-term recovery within the community, including through support to peers
- Empower women to lead on the development of peer-led activities by making use of their own strengths and resources

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- Assist with co-ordinating training, awareness sessions, presentations and other events as required
- Contribute to the development and delivery of structured support to women, including through facilitation/co-facilitation of groups and programme development
- Contribute to the monitoring and evaluation of the work, providing statistics and reports as required, including on outreaches, contacts and activity levels
- Engage in collaborative working with stakeholders and partnerships, including to establish referral pathways, to liaise on care of women and to undertake joint working

3. Other Tasks

- Represent the organisation at meetings, briefings and networks
- Contribute to a range of internal meetings, including establish organisational priorities
- Work as part of a small team, reporting to line manager, Director, trustees and any advisory group as necessary
- Carry out administration as necessary

4. Organisation responsibilities

- Participate fully with the agreed support structures for the post, e.g. VIEWS CRM training
- Maintain safe working practices and work within statutory responsibilities and within EACH's policies procedures and professional guidelines e.g. Diversity, Health & Safety, Safeguarding, Code of Ethics
- Share information with professionals/agencies as appropriate (Data Protection Act, EACH's confidentiality policy and Information sharing protocols)
- Work within and adhere to applicable professional guidelines
- Work at all times with respect and sensitivity to the needs of volunteers and service users, championing their voice
- Undertake all duties in line with the objectives of the post and any other duties consistent with the responsibilities of this post.
- Where appropriate, staff may be asked to work at EACH's projects in the different centres. Staff may also be required to work hours additional to contracted hours, for which time off in lieu will be given.

JOB DESCRIPTION REVIEW

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From time to time, this job description will be reviewed in line with the requirements of the project and other developments in the area of working with women with complex needs