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Bracknell Forest Council

Job description

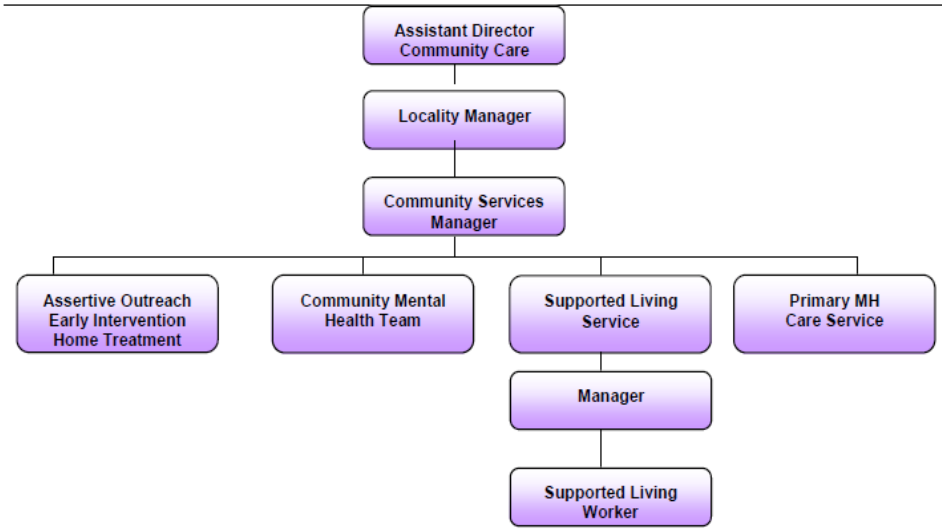
Job title:	**Supported Living Advisor**		
Directorate:	**People**	**Salary:**	**FTE £26,847- £30,515 per year** plus £753 London Weighting
Section:	**Adult Mental Health**	**Grade:**	**BG-I, SCP 6-14**
Location:	**Glenfield House**	**Work style:**	**Fixed** 9am-5pm shift work, 6 week rota, working every other weekend

Key objectives of the role

To enable people with complex mental health problems maintain a tenancy, maintain mental health and social networks and access community facilities to live as ordinary lives as possible in their chosen lifestyle. This is inhouse and out in the community with our Outreach service.

The postholder will provide social and housing related support for people with complex mental health problems through individualised support and time enabling service users to access all community facilities. The purpose will be to promote recovery ensuring service users' needs, wishes and aspirations are at the fore, within the framework of the Care Programme Approach.

Designation of post and position within departmental structure



Links with Service Users, CMHT, Assertive Outreach Team, Home Treatment, Carers and other Health Professionals, voluntary sector, community facilities.

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Daily and monthly responsibilities

- To provide support, time and assistance in practical tasks and housing related support for a caseload of referred service users.
- To ensure service users are fully involved and engaged in their agreed care plan supporting their access to appropriate services and facilities including assisting with transport where appropriate. This may include – Advocacy services, welfare benefits, housing, recreational facilities, voluntary sector agencies, day centres, mainstream education, health, leisure, and employment opportunities.
- To focus on the needs of individual service users establishing rapport, using empathy, compassion and patience, promoting their rights and responsibilities.
- Support service users in management of mental health symptoms e.g. anxiety management, relapse prevention, medication management as part of an agreed plan.
- Work within the limits of the agreed care and risk management plan as agreed in supervision and in agreement with the supported living manager and care co-ordinator.
- All employees working with vulnerable adults have a responsibility for safeguarding and promoting their welfare.
- Communication with colleagues and others involved in the care plan, ensuring continuity and safe practice, seeking advice when indicated.
- Advising Supported Living Manager and Care Co-ordinator of any risk/concern as soon as is reasonably practicable.
- To manage time and workload effectively.
- To maintain records in accordance with guidelines and data system requirements.
- To attend mandatory training.
- To participate in peer and managerial supervision with yearly appraisals.

Scope of role

The job requires a high level of community focus as it requires the post holder to assist the service user to access, use and maintain all community facilities. The post holder will work within BFC policies, procedures and local protocols.

No budget holding required.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

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Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

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Person specification

Key criteria	Essential	Desirable
Skills and qualifications	Good basic education NVQ or willingness to undertake Basic knowledge of mental health	NVQ II in care or equivalent NVQ III in promoting independence or equivalent Housing/Welfare benefits
Competence summary (Knowledge, abilities, skills, experience)	Experience of mental distress either as a carer or service user Able to provide practical support in daily living activities Good interpersonal skills, i.e. listening, empathy Written and verbal communication skills Able to use a problem-solving approach to everyday situations Commitment to working as a team player Understanding of choice, empowerment, diversity and advocacy Able to work on own initiative, plan and organise workload Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare	Multi-disciplinary working Experience of working in mental health field and across agencies Of helping people in their own homes Working with carers Basic budgeting and household management Confidentiality/data protection
Work-related Personal Requirements	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment. Able to work unsupervised in a range of settings, but also aware	IT awareness/willing-ness to learn

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	when to seek advice Able to work collaboratively with service users, carers, colleagues and other organisations.
Other work requirements	A satisfactory enhanced Disclosure and Barring Service check. The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time. This post is exempt from the Rehabilitation of Offenders Act 1974
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.