



**GLASGOW ASSOCIATION FOR MENTAL HEALTH**

**JOB DESCRIPTION**

**POST: ASSISTANT PROJECT WORKER**

**ACCOUNTABLE TO: PROJECT LEADER**

**REPORTS TO: PROJECT WORKER/TEAM COORDINATOR**

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**GAMH - Our Approach**

Glasgow Association for Mental Health is an independent Scottish charity that provides community based support to the people of Glasgow and their communities. The services and opportunities we offer help people who are recovering from mental health problems to live the lives THEY want to live. We also support Carers, including Young Carers and promote the equality, inclusion and human rights of people who have been affected by mental ill health. We work with people in ways that encourage hope (belief that recovery is possible) learning and self confidence. We recognise that people are the experts in their own lives and their own health. They are experts by experience and have the right to make their own choices and decisions.

We recognise that the effects of inequality and stigma and discrimination make recovery more difficult than it should be and undermine people’s sense of wellbeing. As an organisation we work to ensure that both as a service provider and as an employer, we avoid discrimination and promote fairness and inclusion for everyone.

**Purpose**

The role of the Assistant Project Worker will contribute to the effective delivery of our community based support services ensuring that they meet key service objectives and the expressed needs of service users and carers. The Assistant Project Worker will encourage the people we support to lead the life they want to lead by adopting a recovery focused approach to practice which encourages and supports people to build in confidence, self-esteem and to increase and develop life skills to plan for their future.

## **Specific Responsibilities – Service Delivery**

The Assistant Project Worker will:

1. Conduct and assist in the assessment process to establish support needs, risk factors and service suitability
2. Work collaboratively with the service user in order to develop an individual support plan using agreed GAMH paperwork with the supervision of the Project Worker.
3. Work in partnership with the service user or carer to identify support goals and regularly review user defined outcomes under the supervision of a Project Worker.
4. Facilitate opportunities for service users and carers to build networks of support so that they are more connected with their communities and have links with other people and resources that are important to their health and wellbeing.
5. Support service users to sustain their tenancies and build a sense of home.
6. Contribute to the support of carers by offering them information about appropriate resources and carer support services as appropriate.
7. Participate in and facilitate other support opportunities as directed.

## **Practice Development Tasks**

To contribute to the team approach to plan and offer support as identified in the Personal Support Plan. This will be done in partnership with the service user and other stakeholders under the direction of the Project Worker.

To ensure compliance with agreed team working practices which ensure participation of all team members and encourage effective and safe practice.

To contribute to the development, implementation and review of support plans with service users and carers.

To work in partnership with service users and carers, key people and others within and outside GAMH to promote service user and carer's choice about their support.

To review with the service user the outcomes of agreed support and service arrangements and to provide feedback to the Project Worker.

To work with other team members to ensure compliance with systems, procedures and practice that support positive outcomes for service users and carers.

To use organisational procedures to challenge poor practice and to record and report any issues of poor and malpractice to appropriate person.

### **Safe Guarding**

1. Attend mandatory Safe Guarding training to promote understanding of key Safe Guarding issues and understand and implement GAMH Adult Protection/Child Protection policies and procedures.
2. Promote the protection of carers including ensuring that you can access and understand information about the legal and organisational requirements for the protection of adults and children.
3. Act in accordance with GAMH Safeguarding policies and procedures that support the safeguarding of individuals from harm or abuse at all times.

### **Health and Safety**

Work effectively and follow lone working practices which encourage effective and safe practice.

Ensure that you are aware of and comply with GAMH policies, procedures and practices designed to protect the health, safety and security of all employees.

### **(GDPR)General Data Protection Regulations**

GAMH complies with all aspects of data protection and takes seriously its duties, and the duties of its employees, under the General Data Protection Regulation 2016.

The GDPR (2016) applies to personal information that is "processed". This includes obtaining personal information, retaining and using it, allowing it to be accessed, disclosing it and, finally, disposing of it.

The Carers Support worker will be expected to adhere to the organisations Data Protection and Data Management Policy.

Will ensure that records and reports are stored and shared within confidentiality agreements and according to legal, work setting and other agency agreements and requirements

Will ensure that records and reports are accurate, concise, objective, understandable and legible.

### **Other**

To take responsibility for and keep up to date with current practice and maintain records of your own personal and professional development, according to legal and organisational requirements.

To ensure that the Scottish Social Services Council (SSSC) Codes of Practice are complied with at all times.

To participate in out-of-hours work.

To carry out any other duties and responsibilities consistent with the post as directed by the Team Coordinator/Project Leader.