

GLASGOW ASSOCIATION FOR MENTAL HEALTH

JOB DESCRIPTION

POST: PROJECT WORKER

ACCOUNTABLE TO: PROJECT LEADER

REPORTS TO: VOLUNTEER 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 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 Project Worker will contribute to the effective delivery of our volunteering service ensuring that we meet key service objectives and the expressed needs of service users and carers. The 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 confidence, self-esteem and to increase and develop life skills to plan for their future.

The Project Worker will provide first line management to Volunteers.

Management Tasks

To provide first line management to volunteers using established supervision and performance management systems.

To contribute to the personal development of self and the team of volunteers in conjunction with the Volunteer Coordinator/Project Leader.

To implement agreed systems, procedures and practice for assessments, plans and reviews in conjunction with the Volunteer coordinator/ Project Leader.

To contribute to the development of systems to manage risk to self, others and Volunteers.

Specific Responsibilities – Service Delivery

- Engage with local communities, colleges, universities to recruit volunteers promoting the benefits of volunteering opportunities within GAMH.
- Assist in the recruitment of volunteers and peer volunteers
- To assist in the monitoring and evaluation and planned support to individuals by developing a partnership approach, working with colleagues, volunteers, Peer volunteers, service users and their carers to assess, implement and evaluate progress and outcomes of support
- A key task will be to promote social inclusion and recovery by facilitating opportunities for service users and carers to build networks of support so that they are more connected with their community and have links with other people and resources that are important to their health and wellbeing.
- To work collaboratively with the service user to ensure that they can fully participate in their individual support strategy, the direction of GAMH services and the organisation as a whole by encouraging involvement in GAMH forums and groups.
- To attend meetings concerning the promotion and development of the project, GAMH and other mental health initiatives.
- To support service users and carers to increase and/or develop interests, skills and capabilities to enable them to participate fully in their own communities.
- Assisting with the training and induction of new volunteers and peer volunteers

- Ensuring volunteers and peer volunteers are familiar with the relevant policies and procedures
- To use organisational procedures to challenge poor practice and to record and report any issues of poor and malpractice to appropriate person.
- Liaising with other members of the staff team to gain an understanding of how they would assess volunteering needs across the organisation.
- Organising working schedules and rotas.
- Monitoring, motivating, and providing support and recognition of volunteers/peer volunteers and their work.
- Raising staff awareness of the role and function of volunteers/peer volunteers.
- Keeping up to date with legislation, policy and good practice related to volunteering.
- Assist and support service users/carers to establish their own peer networks and or groups.
- Maintaining the volunteer database and undertaking other associated administrative tasks.
- Ensuring volunteers attend mandatory training in safeguarding, health and safety and data protection and adhere to the organisation's policies and practice in relation to these areas.

Safe Guarding

- Follow agreed GAMH policies and procedures to manage risk to self, others and team members.
- Promote the protection of service users and carers including ensuring that you can access and understand information about the legal and organisational requirements for the protection of adults and children.
- 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

- 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, and which encourage effective and safe working practice.

(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 Project 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 social care 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 Volunteer Coordinator/ Project Leader.