



## Job Description

**Job Title:** Project Support Worker

**Responsible to:** Director

### Background

Enfield Clubhouse was started in 1999 by a steering group made up of representatives of local mental health organisations. The steering group came together in response to two reports which highlighted a gap in mental health services in the borough of Enfield. The Clubhouse model was identified as the most suitable to meet this need because of its track record for aiding the recovery of people with enduring mental health problems.

### Main purpose of post

A key element of the Clubhouse Model of Psychiatric Rehabilitation is that it is member-driven. Therefore we have a small staff team, which means that all staff members need to help out in all areas. However, the main purpose of the Project Support Worker post is to work closely with members, supervising where necessary and to co-ordinate the day-to-day running of the house.

### Key areas of work

#### Clubhouse activities

- Work with members on a one to one basis identifying suitable employment and training opportunities
- Support members through their development. This may include accompanying to appointments, advocating or providing advice and information
- Assist in setting up the transitional employment placements in the local community
- Keep in regular contact with employers taking part in our programmes and meeting their support needs
- To assist in the monitoring and evaluation of the individual employment programmes

#### General

- Work alongside members to make decisions regarding the day-to-day running of the service
- Work alongside members to complete essential tasks such as meal preparation, administration and cleaning
- Monitor and evaluate the service

- Implement and monitor Enfield Clubhouse's Equal Opportunities policy
- Facilitate and design programs of activities suitable for our service users
- Provide relevant information and advice to our service users regarding their personal development
- Promote Enfield Clubhouse to prospective members and referring services/organisations
- Work with service users, other staff and volunteers to ensure Health & Safety procedures are followed correctly
- Work occasional additional hours including evenings and weekends as required
- Attend training, conferences and other meetings, as reasonably required
- Any other duties as reasonably requested by the Director

## **Personal Specification**

### **Essential**

- Knowledge and experience of the issues affecting people with enduring mental health problems, especially the issues affecting employment and benefits
- Excellent interpersonal and communication skills
- Experience of working with people in a group setting and on a one to one basis
- Willingness to join in with all the chores carried out within the house
- Understanding and commitment to the principles of Equal Opportunities
- Work well within a team and on an individual basis
- Willingness to support Clubhouse members in community activities

### **Desirable**

- Experience of working in a Clubhouse
- Understanding of and a commitment to the principals outlined in the Clubhouse Model of Psychiatric Rehabilitation
- Experience of and/or qualification relevant to social work, mental health or occupational therapy
- Experience of working in the voluntary sector and/or knowledge of the issues affecting a charitable organisation
- Experience of job coaching
- Experience of providing information and advice
- The ability to provide interview coaching and aid in CV preparation
- Ability to prioritise and manage a complex and varied workload
- Strong ability to motivate self and others
- Possess some transferable skills that can be used to focus on in-house workshops or training sessions on e.g. cooking/catering, arts and crafts, desk top publishing, gardening, job search skills
- Can adopt a flexible approach to work load on a day to day basis
- Willingness to work occasional unsociable hours, including evenings and weekends
- Foundation certificate in food hygiene
- Awareness of and the ability to adhere to current health and safety regulations
- Computer literate
- Good administrative skills and the ability to be self-sufficient in this area