



## Woking Mental Health Resource Centre Limited

### Job Description

<b>JOB TITLE:</b>	Community Support Worker (Family Support Project) Three-year fixed term contract
<b>SALARY:</b>	£23,500
<b>HOURS:</b>	37.5 hours per week Some weekend/evening working may be required on occasions
<b>ANNUAL LEAVE:</b>	25 days per annum
<b>RESPONSIBLE TO:</b>	Operations Manager

### JOB SUMMARY:

To support the settlement of a number of Syrian refugee families in Woking over the next few years under the Vulnerable Persons Relocation Scheme (VPRS). Working alongside the borough council Family Support team, the post holder will assist with assessment of individuals as well as facilitating a range of support activities for people in the area.

### KEY TASKS & RESPONSIBILITIES:

Responsible for the provision of depression support and mental health wellbeing provision to Syrian families who are being resettled under the VPRS and are experiencing mental ill health.

Engage families and other stakeholders in the planning and development of support services in the community.

Provide group, drop-in, one to one support and signposting to families being resettled in the area as well as providing peer support opportunities.

Supporting families resettled by the scheme to access courses such as Life In The UK and English of Speakers of Other Languages (ESOL).

Support council Family Support officers with assessments of individuals as required.

Carry out necessary administrative tasks; recording data of clients attending, contacting clients and responding to client enquiries in line with requirements of the project.

This job description is not exhaustive, it will be subject to periodic review and may be amended to meet the changing needs of the organisation.

Enhanced DBS clearance will be required for this role.

**PERSON SPECIFICATION:**

	Essential	Desirable
Qualifications and Experience	<p>Educated to degree level but consideration will be given to previous relevant experience</p> <p>Significant experience of working with people with mental health difficulties and understanding of the impact of mental health problems</p>	Experience of working in the voluntary sector
Key Skills and Competencies	<p>Fluent in Arabic</p> <p>Excellent written and verbal communication skills</p> <p>Excellent organisational skills</p> <p>Ability to engage with individuals and groups in the development of support services</p> <p>Ability to plan, develop and deliver a range of support opportunities</p> <p>Attention to detail and accuracy</p> <p>Ability to balance and cope with competing priorities</p> <p>Good IT skills and a working knowledge of Microsoft Office package</p> <p>Ability to keep accurate records and write reports</p> <p>Ability to work across diverse teams, both within CornerHouse and externally</p> <p>Ability to work independently using own initiative</p> <p>Ability to work as part of a small team and be flexible in approach to work.</p>	
Personal Attributes	<p>Excellent interpersonal skills</p> <p>A conscientious, creative and proactive approach to all areas of work</p> <p>Commitment to delivering a high-quality service</p> <p>Ability to work with multidisciplinary teams</p> <p>An understanding and commitment to equal opportunities</p> <p>Flexible and adaptable approach to work demands across the whole organisation</p>	
Other	Willing and able to work occasional evenings and weekends	