



JOB DESCRIPTION

Job Title: Activity-Based Support Worker

Job Summary: To provide activity-based group support to Service Users with ongoing mental health needs, in line with individual support plans and personal goals, ensuring all delivery adheres to NH&S organisational values:

- Person-centred
- Empowerment
- Respect
- Inclusiveness
- Integrity
- Working in partnership

Hours of Work: 20 hours per week (over minimum of 4 days)

Leave: 6.6 weeks per year inclusive of bank holidays.

2 days additional leave (pro rata) is awarded following 5 and 10 years' service.

Responsible to: Support Manager

Responsible for: Not applicable.

Main Duties:

- Provide activity-based support to groups of individuals (4-8) living within our supported housing schemes who have complex needs and often dual diagnoses which can include, Schizophrenia, Personality Disorders, Bipolar and neurodivergent conditions.

- Through the delivery of activity-based support sessions contribute towards individual service user support plans and personalised goals that promote the development of social inclusion, work-based and independence skills.
- Work closely with staff from across the support team to develop a series of appropriately pitched activities that take a positive, proactive, and asset-based approach to activity-based support sessions. Activities to include:
 - Healthy Eating & Lifestyles
 - Arts, Crafts, Music and Photography
 - Mindfulness and relaxation
 - Gentle exercise
 - IT and work-based skills
- Work with the Communications and Business Services Administrator to create marketing and lead on promoting activity-based support sessions within all the relevant properties.
- Lead each activity-based support session and arrange internal or external support as appropriate.
- Register attendance and complete session reports, utilising the online system.
- Develop and implement a simple but effective way for service users to assess their own feelings and progress at the beginning and end of each group support session.
- Review and amend the rota of activities on a monthly/6 weekly basis according to support needs and engagement.
- Monitor and evaluate individuals' progress (using NH&S Personal Goal Plan), identifying any emerging needs, and responding to these with a proactive and dynamic approach to encourage and sustain personal independence and social skills.
- Develop and disseminate regular surveys to gain feedback from service users on group support sessions and gain further understanding of alternative sessions.
- In conjunction with the support team and service users, plan and support regular group outings throughout the year.
- Work with the Support Team to monitor and evaluate individuals' progress (using NH&S Personal Goal Plan), identifying any emerging needs, and responding to these with a proactive and dynamic approach to encourage and sustain personal independence and social skills.
- Identify risks and/or safeguarding concerns and report promptly to the Line Manager and/or the organisations Safeguarding Lead as appropriate.
- Participate in Service Users' reviews as part of a whole-team approach to support

plans.

- Ensure Service Users' files are accurate, and up to date through the creation of prompt support session logs utilising the online software.
- Keep timely, accurate and relevant records as required by the Operational Management Team – including records of expenditure and timesheets.
- Report promptly any repairs or maintenance that are noted or made aware to you within resident properties, to the Housing Co-ordinator.
- Report to the Line Manager any concerns where Service Users are not keeping to the terms of their Licence / Tenancy Agreement.
- Work as part of a team, providing cover for other Support Team members as required.
- Attend supervision sessions, Team Meetings, training and other meetings as required.
- Work within the policies and procedures of Norton Housing and Support Ltd.
- Carry out any other reasonable duties, as required by the Operational Management Team or Management Committee.

Data Protection and Confidentiality:

To work within the confidentiality and data protection policies and procedures of Norton Housing and Support, in particular by;

- Ensuring confidential information is kept in a secure location and not relayed to unauthorised personnel.
- Protecting computer systems from unauthorised access – e.g. maintaining the security of your password, not bypassing security software.
- Promptly reporting to your Line Manager any data breaches that you become aware of.