

Job Title	Health and Wellbeing Co-ordinator		
Team	Move-on-Housing North	Reports to	Move-on-Housing North Manager
Department	Operations	Location	Burgess Hill
Direct Reportees	¥/N	Flexibility for home working	¥/N
Budget responsibilities	¥/N		

Key Responsibilities

Supporting Health and Wellbeing

- To collaboratively formulate risk and needs assessments with clients and other lead agencies involved in their support, making sense of distress, and using a relapse prevention approach to discuss managing risk with the client.
- To offer evidence-based, time-limited interventions, this could include psychological education such as sleep hygiene, medication management, anger management and anxiety and depression work including group work with a therapeutic framework.
- To be able to obtain sufficient information that is based on available evidence, which is taken from clients, health professionals, carers, and relatives where consent is obtained.
- To ensure support planning is designed for ease of client understanding, collaboratively written, goal orientated, frequently re-visited and consistent with the outcomes from a comprehensive assessment.
- Support the development of PIE (psychologically informed environments) within the service, ensuring that clients receive individually tailored support, which integrates trauma-informed care and strengths-based practices.
- Identifies areas of risk and works towards harm reduction or emanating risk where possible, focusing on recovery.
- To support clients in making the transition out of support accommodation.
- To provide practical and emotional support to facilitate clients' involvement in the local community, encouraging personal growth, resilience, and independence so that each client can become integrated into their community.

Liaison and Partnership

- To partner with Mid Sussex District Council's Housing Options and Wellbeing Teams, alongside Turning Tides Outreach and Multidisciplinary services to develop pathways out of homelessness and to thrive within their local community.
- To support GP's and mental health teams in assessing and managing risk and supporting them in accessing the correct service to maintain client safety.
- To maintain good working relationships and clear professional communication with stakeholders, management, and staff team.
- To interact daily with a diverse array of professionals, demonstrating the capacity to recognise and address potential communication barriers.
- To assertively engage clients using methods based on skills, knowledge and experience.

- Be able to challenge in an assertive, yet sympathetic way disruptive and/or unacceptable behaviour, doing so in a manner that balances needs of the individual alongside the safety of the services.

Monitoring

- Participate in the staff review and development appraisal process.
- Attend regular one-to-ones and reflective practice.
- Maintain client database and monitoring systems.
- Deputise in the absence of the Housing Coordinator to ensure that compliance in areas such as health and safety and housing management tasks are maintained.

Compliance with Organisational policies and regulatory requirements

- Abide by Turning Tides' policies and procedures and regulatory requirements at all times and in particular:
 - Health and Safety
 - Adult and Child Safeguarding, Professional Boundaries
 - DPA and Data Management
- Ensure all service policies and procedures are regularly reviewed and well embedded.
- Play an active part in the development and implementation of organisational wide policies and procedures.

Equality and Diversity

- Promote and embed a proactive approach to equality and diversity – by example and in management approach
- Participate in equalities impact assessment and review as required

General

- Maintain personal development including participation in performance reviews and training.
- Undertake any other reasonable duties required by the management team
- Maintain at all times the ethos of Turning Tides.

Specification

Candidates will be invited to interview based on the following criteria.

Knowledge and Experience

Criteria
Awareness of alcohol, drugs and issues around addiction and relapse management and their associated interventions
Good knowledge of mental health problems, including dual diagnosis.
Proven ability to develop effective partnerships with statutory and voluntary sector providers with the ability to advocate effectively at all levels on behalf of clients
Experience of providing support to those with substance misuse, mental health or physical health issues

Skills and abilities

Criteria
Excellent communication skills including the ability to engage with clients experiencing a wide range of complex needs
Ability to communicate with a wide range of professionals from various settings
Good computer literacy skills and ability to make effective use of systems.