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| **ROLE TITLE** | Apprentice Recovery Worker |
| **DEPARTMENT** | Heather Lodge Client Services  |
| **RESPONSIBLE TO** | Contract Manager  |
| **RESPONSIBLE FOR**  | Residents at Heather Lodge and Glaucus Street  |
| **PROJECT AIMS AND OBJECTIVES**  | The service consists of two buildings Heather Lodge and Glaucus St which provide accommodation and high support and step down support to individuals with mental health and dependency needs. Within a Psychologically Informed Environment residents are supported using the Recovery Model to stabilise their mental health & substance use, establish networks of support, manage their health and welfare, and move on to either lower support accommodation or independent accommodation. |
| **ROLE PURPOSE:** The Apprenticeship scheme with Providence Row Housing Association is a 12 month programme. As an apprentice you will be training towards becoming a support worker. You will therefore be trained on all aspects of the support worker role, and given coaching and support to put the learning into practice. The aim is that at the end of scheme you should have the skills, knowledge and experience to apply for a support worker position within the organisation.As a [values-led](http://lookahead.org.uk/Branches/Lookahead/LAH/Files/Documents/About%20Us/Values%20Document-flip.pdf) organisation - we believe you'll be helping to make a positive difference to the lives of people who may need it most.***Work Placement*:** You will; * Receive a 12 month placement in our services
* Receive an organisational and local induction - the details of your role will be fully explained.
* Learn the skills required to do the job effectively, and build up responsibilities over time.
* Report to the Contract Manager or Senior Social Inclusion and Skills Development worker and receive regular supervision. Our Managers and Team Leaders will play a key role in inspiring, supporting and facilitating your learning.
* Have a range of milestones to complete as part of your apprenticeship.
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|  | **Main areas of responsibility** |
| 1. To gain the knowledge, skills and competence to undertake the following
2. Develop support worker skills under the guidance of your Manager and team members including key-working, undertaking assessment of needs/risk assessments, supporting action plans and developing links with key agencies etc.
3. Attend meetings to review progress against milestone objectives
4. Complete a qualification through attending workshops and work based assessments
5. Engage in learning and development activities to increase knowledge and skills.
6. Undertake any other duties consistent with the grade and nature of the post as may be reasonably assigned.
7. To work alongside members of the staff team to create a safe and welcoming hostel within the framework of a ‘psychologically informed environment’.
8. To build supportive trusting relationships with service users, working one to one or with groups, delivering person centred support and activities.
9. One to one work may include :
* Supporting the service user to engage with their recovery pathway and gain skills to life as independently as is possible.
* Encouragement to take an interest in healthy, educational, creative or participation activities either in the hostel, PRHA or the community.
* Support with developing life skills including cooking , shopping , domestic tasks, budgeting , paying bills etc
* Support with writing CV’s , job search, volunteering, courses etc
* Support to make use of community facilities and integrate into the community e.g. libraries, community or faith groups, sports, social or special interest activities etc.
* Support to attend appointments e.g. Job Centre, GP or other health, housing or social care.
* Support to visit relatives, friends where problematic.
* Support with completing drink/ drug diaries
1. Group Work many include :
	* Luncheon club, art, reading/writing groups, tenant meetings, games, social events etc
	* Outings .
2. To follow Health and Safety policies and procedures and follow risk guidelines, notifying colleagues of whereabouts when working alone and gain an understanding of the H&S legislation.
3. To monitor vulnerable residents, identifying risks or changes in behaviour and notify the Senior Social Inclusion Worker or a manager.
4. To respond and report incidents, antisocial behaviour or matters of concern.
5. To share information (verbally and in writing) whilst being mindful of data protection and the confidentiality policy.
6. To work collaboratively as a team member, participating positively in team meetings, reflective practice sessions, training and away days, contributing to service improvements and consistent high quality service delivery.
7. To ensure residents are safeguarded from abuse and promptly report safeguarding concerns through the line management structure.
8. To act at all times within Providence Row Housing Association’s rules, policies, procedures, standing orders and financial regulations.
9. To practically implement Equal Opportunities in your daily work, ensuring that services users’ diversity and cultural needs are respected, and discrimination or harassment is challenged.
10. Maintain the highest standards of personal and professional integrity in line with PRHA’s code of conduct.
11. Carry out other duties as may be reasonably required from time to time.

***Training*: You will**1. Attend fortnightly tutorials to obtain a Diploma in Health and Social Care (Level 2).
2. Attend specialist and skills training
3. Complete an Operational Induction to as part of your probation
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| **KNOWLEDGE/SKILLS/EXPERIENCE/ COMPETENCIES** |
| **Essential** | * Understanding and willingness to work with people with enduring Mental health, drug and/or alcohol issues and behaviour that can be challenging
* Ability to work with groups and individuals doing a range of tasks.
* Ability to work collaboratively with other agencies to ensure that integrated support services are provided for residents.
* Able to respond to challenging behaviour calmly and safely.
* Basic understanding of health and safety including lone working
* Understanding of adult abuse and how to report it.
* A good listener, able to understand and communicate clearly in English
* Basic literacy, able to write brief reports.
* Ability both to work within a team and use own initiative
* Ability to follow policies and procedures
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