



The Richmond Fellowship
Scotland

JOB DESCRIPTION

Post:	Peer Support Worker
Location:	East Region
Salary:	£20,000 per annum (fixed salary point)
Hours:	37.5 hours per week
Annual Leave:	37 days
Reports To:	Team Manager

Post Objectives

The Richmond Fellowship Scotland is committed to providing quality support that promotes inclusion, choice and community involvement. The Peer Support Worker (PSW) role is to raise awareness of recovery to its staff, as well as encourage, empower and develop a service that enables people we support through their own journey of recovery.

The PSW will be involved in promoting recovery throughout the East area and assisting people who wish to be involved in developing self help skills that will alleviate mental health difficulties. The role will also require the PSW to work directly with people we support, the Learning & Development team, staff and other agencies to become better involved through arranging talks and information sessions around recovery tools e.g. WRAP ® (Wellness Recovery Action Plan).

In conjunction with management, the PSW will be involved in the development of a Peer Support Volunteers Service, which will involve the PSW working with new referrals to the organisation, people we support, staff and other relevant stakeholders.

The PSW will be a link for staff to learn about WRAP ® as well as get information, guidance or assistance for themselves should they wish. The role will require the PSW to contribute to the development of the protocols, systems and guidance that ensure the values of peer working are at the centre of all interactions. This developmental role will work in conjunction with other services in The Richmond Fellowship Scotland, including Learning & Development with the delivery of training, and Human Resources with employee-related policies and processes.

Key Responsibilities

- To encourage, support and provide supervision to a network of Peer Support Volunteers
- To recruit and be involved in the training of the Peer Support Volunteers , delivering WRAP ® training and recovery training to new staff.
- To promote the Peer Support Service to stakeholders and the organisations commitment to recovery focused work
- To contribute to the service provision and development of the service
- To work shifts as agreed and required by the service and provide direct support to the individual
- To ensure the day to day running of the services developing systems to ensure records and systems are kept up to date
- To maintain effective communication systems within the service
- To seek out opportunities and develop forums for other peer workers to meet, receive mutual support and share learning
- To be a role model and champion for recovery
- Ability to prioritise and plan work
- Advocate for peers to make their own decisions in matters affecting their lives
- Be an active member of the team and contribute in a positive, collaborative and solution focused manner
- Additional duties as required

This job description is not intended to be exhaustive, and the post holder will be expected to demonstrate flexibility in undertaking additional duties as allocated. No major changes will be made to this job description without consultation with the post holder.



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COMPETENCY AND PERSON SPECIFICATION FRAMEWORK

	Essential	Desirable
Work Experience & Knowledge	<ul style="list-style-type: none"> • Minimum 2 years experience of supporting people with mental illness • Working knowledge of WRAP® • Knowledge of recovery and personalisation agenda 	<ul style="list-style-type: none"> • Trained as a WRAP® facilitator • Experience of supervising staff and co-ordinating support provision
Education & Qualifications	<ul style="list-style-type: none"> • SVQ Level 3 in Care or working towards 	<ul style="list-style-type: none"> • Recognised qualification e.g. RMH/RNMH, Dip SW, CSS
Skills & Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to motivate and build positive relationships with others • Self motivated, ability to plan and prioritise • Ability to write support plans • Ability to draw up and adjust rotas as required • Report writing • Understanding of budget management systems 	
Values Base	<ul style="list-style-type: none"> • A belief in inclusion, evidenced through work practice or personal experience • A desire to ensure people supported are at the heart of decision making • Commitment to the principles and practices of continuous improvement 	
Other	<ul style="list-style-type: none"> • Ability to liaise effectively with a range of stakeholders • Observe standards of dress appropriate to the post. • Promote the organisation positively 	

I understand and agree to work to the terms as indicated on this job description

Name (Print) Dated

Signature

Please return a copy of your signed job description for your personnel file