Job Description

Post Title;  
BME Women’s Social Inclusion and Participation Worker

Location;  
Roshni Ghar, 13 Scott Street, Keighley, BD21 2JH

Grade;  
£20,652 - £28,353

Hours;  
24 hours per week (Monday - Thursday)

Accountable to;  
Manager and Board of Directors

Responsible to;  
Manager

Period;  
8 months – Maternity cover

Key relationships;  
Bradford and Airedale Mental Health teams, Mental Health Statutory Providers, Sharing Voices (Bradford), Keighley Healthy Living Network, Cellar project, Director of Primary Care Equality and Diversity Partnerships, other providers of Mental health services and services to ethnic minority women.

Job Summary –

- To facilitate the social inclusion of the BME community currently accessing Airewharfe services, focusing on those individuals with enduring mental health problems particularly of women

- To work in partnership with the BME Community Development Workers in the voluntary community sector and the wider BME Community and voluntary sector to develop joint initiatives including safe spaces and meaningful daytime
activities that are BME user/community led and that are culturally and socially appropriate for BME women.

- To work collaboratively with Primary Care, Specialist Teams, In Patient Services, Community Mental Health Teams, Voluntary and Independent Sectors and others as required, facilitating the social inclusion of the said client group

- The post holder will be based at Roshni Ghar and supervised and managed on a day to day basis by the Project Manager. The post holder will work closely with the BME social inclusion worker in Bradford.

- To actively facilitate the inclusion and participation of the BME community in service delivery, evaluation, consultation, commissioning and service redesign

**Key Responsibilities –**

- Liaising with other organizations and develop working relationships with primary care and local community mental health services

- Develop contact with agencies working within and outside the field of mental health service provision.

- Provide timely, accurate and appropriate organization information to the management.

- Set up and facilitate meetings as required.

- Support and facilitate the day to day running of the day care centre for women at Roshni Ghar

- Use highly developed communication skills to conduct assessments of clients and communicate complex information related to mental health needs to clients, carers, relatives and care coordinators and other professionals.

- Manage highly confidential information in respect of members of the public in accordance with local and national policy.

- Effectively communicate complex and/or sensitive information where there are barriers to understanding. This includes communication concerning child protection, adult protection, abuse and other risks surrounding a client’s mental health. Barriers to understanding include: working with clients who may be hostile or highly emotional, who have complex needs and may be vulnerable and have difficulty communicating their needs.
• Instigate, develop and maintain a relationship with the client and/or carer to facilitate the accurate delivery of care.

• Actively promote full service user/carer involvement in all aspects of care planning/delivery, in line with local guidance.

• Enable individuals, carers and their families to advocate on their own behalf.

• Provide accurate information on service users and recognizing the significance of information gained and when this should be passed on to relevant professionals.

• Organize and deliver mental health link liaison with primary care teams as required.

• Provide specialist advice to clients, their carers, relatives and other professionals on needs relating to the BME community.

• Develop partnerships with key BME voluntary and community sector organisations to develop joint user/community led initiatives that are culturally and socially appropriate and needs led.

• Increase participation of BME service users with mental ill health in the development of safe spaces and community initiatives that provide meaningful daytime activity.

• Adhere to all organisation and tPCT policies and legislation relating to the role. Contribute to the formulation and review of policies and procedures.

• Ensure all organisation, statutory requirements and Trust policies/procedure/guidelines are carried out.

• Provide support, information and referrals to appropriate agencies/groups that can assist individuals wanting specific assistance. Furthermore to enable greater access to the range of health, benefits, social and recreational services available to them.

• Responsible for the safe use and security of premises.

• Actively contribute to anti-discriminatory practices in relation to clients and colleagues.

• Explore and suggest personal development requirements.

• In collaboration with service users, carers, care coordinators, CMHT’s, community sector organisations identify unmet need and feed this information to senior management within Roshni Ghar and were required tPCT.
Monitor the development of your own work by keeping a diary and carry out all administration duties as required

Critically explore new concepts without prejudice or assumption

Work in partnership with the management

**Supervision**

- To partake of bi–monthly supervision sessions, within a community setting and statutory sector setting

- To actively pursue avenues of personal development, and raise points of concern at the nearest opportunity with line management at Roshni Ghar

- To discuss case work and developments in individual case work care plans with statutory sector Supervisor based at Meridian House

**Communication**

- Undertake consultation in partnership with community development workers from partner organisations with black and minority ethnic communities around the development of meaningful, inclusive and culturally relevant mental health strategies and services.

- Ensure the integrated information and recording systems are kept up to date

- Create and maintain effective communication strategies and working relationships with teams.

- Provide timely, accurate and appropriate organisational information to Roshni Ghar and Care trust management, by attending relevant meetings and disseminating relevant information

- Develop inter agency work between established local statutory and non statutory organisations to improve health and social well being of people living with mental health issues. Identify future phases of work.

- Provide reporting information as when required

- Propose improvements and changes to own work area and critically explore new ways of working where required. Identifying priority areas for development based on demand within and out with the service.
- Ensure effective communication between Project Management, tPCT management and Director of Primary Care Equality and Diversity Partnerships.

Manage Self

- Deliver care for clients working within professional codes of conduct, organisational policies, local protocols and national legislation.
- Have the ability to work independently with peer support and supervision to deliver care for clients and resolve complex professional problems.
- Concentration is required in order to write up reports/ client contacts in notes.
- It is at times necessary to work with clients who are unpredictable in their behaviour and you may be required to respond to immediate risks to clients and others and deal with queries from carers and other agencies.
- It may be necessary to work with difficult family situations and circumstances.
- Work with clients who are displaying challenging and potentially and or physically aggressive behavior.
- Keep up to date with all administrative duties.
- Time manage and prioritize large work load.

Equality

- Commitment to and understanding of the role equal opportunities in the workplace and when providing a service to the public.
- A willingness to work within the community development voluntary sector ethos to promote the Equality Agenda and in line with Roshni Ghar’s vision, values, and aims statement.