

EXPRESS GROUP (FIFE) LTD

Group Coordinator Part Time –Job Description

<u>Post Title:</u>	Group Co-Ordinator (part-time)
<u>Responsible to:</u>	Service Manager
<u>Salary:</u>	£9.50 per hour paid monthly in arrears into your bank account on the 25 th of each month.
<u>Hours of Work:</u>	Two 16hrs & one 20hr a week posts, Monday to Friday between and 9.00am and 1.00pm, but occasional out-of-hours working (including on Public Holidays) may be required. On any day in which you work more than six hours you are entitled to 30 minute unpaid meal break, which does not count as part of your hours of work. Groups close for the last two weeks in July when annual leave will be taken.
<u>Place of work:</u>	Posts will be based in east, central and west Fife, but your base may be changed, at the discretion of the Board of Directors to any location within a radius of ten miles from your base. You will be required to work at different groups at other locations in Fife.

Job Purpose: - To support the team in working effectively with individuals who have had or are currently experiencing mental health problems by supporting service users in a group setting and assisting in the management of individuals in achieving the goals set out in their IROC.

MAIN ROLE

To co-ordinate and manage day support groups for people who have had or are currently experiencing mental health problems. In consultation with the Manager be responsible for the management of groups. To co-ordinate, manage, monitor and review the development of the groups in order to make them interesting and relevant to the people who attend.

Ensure the efficient use of resources in order to operate effectively on a day to day basis and highlight potential problems to the line manager.

MAIN DUTIES AND TASKS

To monitor the wellbeing of service users, reporting any changes and/or deterioration in their condition immediately to the appropriate case worker/Manager and/or appropriate agencies.

To ensure the carrying out and maintaining at all times HACCP Based Food System “Cooksafe”, as per Food Safety Act 1990, Food Safety (General Food Hygiene) Regulations 1995 and Food Safety (Temperature Control) Regulations 1995.

To ensure the completion and maintenance of “Cooksafe” manual, updating paperwork on a daily basis.

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In the absence of a volunteer cook, prepare a simple lunch for those attending the group.

To involve group service users in the process of organising group activities and implement a stimulating and appropriate range of activities to meet individual and group needs with a+ view to encouraging independence.

Provide emotional and practical support to service users with high support needs.

To identify and link with other groups and individuals who can contribute to the content of the group meetings.

To establish good working relationships, and maintain close links with case workers and relevant personnel at the various day support venues, and any other relevant agencies and organisations linked to the service users and groups.

ADMINISTRATION

To prepare daily report sheets for each group and keep an up to date register of all service users.

To carry daily petty cash float for shopping, completing a day/month sheet before handing in cash balance to the Finance & Admin Officer as requested. Please note that full responsibility for the correct balance at the end of each working day/month (for days you were directly responsible for groups) will be yours.

To provide the Manager with regular reports about the progress of the groups and inform her/him of any difficulties or concerns which may arise.

To undertake any other relevant tasks as needed and requested by the senior staff and/or Directors of Express Group (Fife) Ltd, to ensure the aims and objectives of Express Group (Fife) Ltd are achieved.

VOLUNTEERS/STUDENTS

To work along with, and provide ongoing support and guidance to volunteers and students involved in assisting at the groups. To supervise and guide volunteers and students re: HACCP Based Food System – “Cooksafe”.

EDUCATION AND TRAINING

Participate in all activities/training sessions, designed to improve personal and professional skills and knowledge. Please note that these sessions may take place outside normal working hours, with time off in lieu given.

SUPERVISION/TEAM MEETINGS

Attend and participate in Staff Support and Supervision Sessions and team meetings as directed by the Service Manager.

PERSON SPECIFICATION

Express Group (Fife) Ltd operates on the principles behind The National Support Standards. The main principles are: DIGNITY, PRIVACY, CHOICE, SAFETY, REALISING POTENTIAL, EQUALITY AND DIVERSITY.

As our support approach is based on these standards we look for the following skills and qualities:

Essential Skills and Qualities:

- Experience of working with people who have had or are experiencing mental health problems
- The ability to empathise and provide a flexible approach to working with people from different ages and backgrounds
- Self-motivated, enthusiastic and able to work on own initiative
- Good verbal and written communication skills, with the ability to communicate well with older people, some who may have sensory impairment, or communication difficulties
- Elementary Food Hygiene Certificate(or prepared to achieve)
- To respect all areas of confidentiality
- To maintain a patient and approachable manner
- Effective team worker

Non Essential but Desirable Skills and Qualities

- Previous experience of group work
- First Aid Certificate

QUALIFICATIONS AND EXPERIENCE

It is preferred that the successful candidate be experienced in working within the support sector with an SVQ in Health and Social Care Level 2 or equivalent.

Group Co-ordinator – Person Specification

	Essential	Desirable
Education/Qualifications/ Training	Good Level of educational attainment	SVQ2 Health and Social Care or equivalent or willing to work towards achieving this in a reasonable time
Experience	Experience of being in a supportive and enabling role	Experience of a person-centred approach Experience of working in the mental health field
Skills and attributes	Good interpersonal and team-working skills Ability and willingness to reflect on work practice and be open to constructive feedback Willingness to support people with personal support needs Ability to work on own initiative Commitment to Equal Opportunities and ability to implement policy as it relates to Service Provision	Ability to manage stress and to plan and prioritise workload Ability to work in an enabling and creative way
Personal qualities	Maturity, Integrity, Sense of humour, Sensitivity, Patience, Energy/drive, Enthusiasm, Flexibility, Reliability, Non-judgmental, Respectful	
Values and attitudes	Commitment to putting Express Group (Fife) Ltd.'s values into practice	
Other requirements	Proven ability to deal with matters on a confidential basis Ability to work flexibly Willingness and flexibility to work within different models of support	

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