

## JOB DESCRIPTION

### Community Practice Worker

<b>Pay Range</b>	£24,397 - £26,649 per annum	<b>Service Area</b>	Prevention Matters
<b>Line Manager</b>	Team Manager	<b>Location</b>	South Buckinghamshire High, Wycombe, Chalfont and surrounding areas.
<b>Full/Part Time</b>	Full time, 37.5 hours per week, would consider part time/job share	<b>Contract</b>	Permanent

## JOB PURPOSE

### **Connection Support Mission**

Our team of staff members and volunteers work alongside people to overcome life's challenges. Why? To work towards our ultimate goal of solving homelessness and achieving independence. We recognise that every human being encounters challenges in life, and we are here to support anyone who finds themselves in a time of difficulty, either through directly offering our support, or helping them to find the right support elsewhere.

### **Purpose of the post**

To ensure clients receive the support that is right for their needs, preventing or delaying the need for long term, intensive care through early diagnosis, intervention and reablement. We increase client's resilience, maintain their independence, and develop and strengthen local communities to empower people.

### **We do this by supporting clients to:**

- Re-establish and reconnect with their family & friend networks and local communities.
- Access information, advice and guidance that signposts them to local community support and services.
- Identify and access appropriate services.
- Increase their use of digital solutions and existing technologies to meet their individual needs and maintain and improve levels of independence.

### **Key Outcomes for Clients:**

- Maintain dignity, independence and control.
- Participate in social activities and networks that connect them to other people.
- Have a healthy lifestyle that maintains physical and mental well-being.
- Increase resilience to effectively deal with life events.
- Live in a place that promotes a good quality of life and a sense of safety.

## RESPONSIBILITIES

### In relation to the clients:

- Assess the support needs of people.
- Develop and review regularly action plans and outcomes.
- Complete risk assessments including lone worker risk assessments.
- Manage risk including positive risk taken by clients.
- Support clients to connect to appropriate community groups, networks and services appropriate to their needs.
- Support individuals for up to a maximum of 10 weeks to establish the skills, confidence, tools, networks and activities to remain independent without the need for continued support.
- Support and motivate individuals to engage with services, groups and networks to help build their independence.
- Attend activities with clients for the first time to ensure they are suitable, and to encourage confidence with the client to attend independently in the future.
- Maintain client's safety and ability to cope with life events.
- Identify and respond effectively to any client issues concerning risk and/or safeguarding.
- Increase client's resilience, maintain their independence and prevent reliance on services including Prevention matters.
- Ensure clients receive the appropriate support, which prevents or delays the need for long term, intensive care.
- Develop and strengthen our local communities to enable people to help themselves, empowering them to deliver and prioritise their services.
- Encourage participation and inclusivity.
- Support unpaid carer who look after relatives and friends who cannot take care of themselves.
- Deliver a service which is sensitive to the diverse needs of our clients.
- Promote the service.
- Engage with groups to generate referrals.

### In relation to the team

- Attend and participate in regular team meetings and other Connection Support meetings in Buckinghamshire, and occasional travel in Oxfordshire and Milton Keynes.
- Work collaboratively with the Volunteer Supervisor to achieve volunteering placement objectives.
- Provide cover for absent colleagues.
- Participate in regular support & supervision sessions including reflective practice.
- Attend appropriate training courses and participate in skill sharing sessions within the team.

### In relation to other agencies

- Represent Connection Support and its values with all stakeholders.
- Develop and maintain professional relationships with voluntary and statutory agencies, promoting co-working strategies when appropriate.
- To keep updated on legislation and policy change relevant to your role. (e.g., housing, welfare rights, mental health, drug use and offending behaviour).
- Identify gaps in community provision across the county and feed this information back into the wider Prevention Matters Programme.
- Liaise with voluntary and statutory agencies to develop good working relationships and promote Prevention Matters and co-working strategies where appropriate.

## **In relation to policy and administration**

- To keep casework records up to date to meet contractual obligations, so Connection Support can monitor and assess its efficiency and effectiveness.
- To carry out all necessary administration in relation to case work, or role.
- Maintain a database of groups, networks, activities and services to support effective client work.
- Ensure you always work within Connection Support policies and procedures.
- Promote and uphold Connection Support Equality, Diversity, Equity, and Inclusion policy at all times.
- To support the team and organisation within reason to any additional duties.

### **Additional Information:**

**Working hours:** 37.5 hours per week, Monday – Friday, part time considered.

## **REHABILITATION OF OFFENDERS ACT**

**Connection Support is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act.

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

## **SAFEGUARDING STATEMENTS**

### **Employee**

Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

### **Manager**

Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored, and maintained within the area of responsibility. Manage and update the standards as appropriate to the role. Safeguarding standards are monitored and maintained in compliance with organisational policy. Appropriate safeguarding training is provided, and standards are reviewed and updated as required.

### **Senior Managers**

Ensure organisational safeguarding strategies reflect statutory requirements and best practice. Ensure these are understood and implemented within the area of responsibility. There is a proactive and positive Safeguarding Culture. The organisation meets its statutory Safeguarding requirements. Strategic risks are effectively managed.

