

## Job description

<b>Job title:</b> Group Worker/Facilitator	
<b>Organisation:</b> Through Community, Specialist and Outreach services, we support recovery, mental health, and wellbeing—together, every step of the way.	
<p><b>Main purpose of job:</b> To support and enable clients to manage their own health and wellbeing; promoting healthier lifestyles and raising the awareness of the concept of ‘wellbeing’ and good mental health within an integrated care pathway.</p> <p>The role involves delivering community-based activities and interventions, including skills-based groups and wellbeing activities, which are complementary to and reduce the need for services offered by the statutory sector. The groups and activities will aim to help clients to become more confident, enhance their wellbeing, and to develop their self-esteem and coping strategies.</p>	
<b>Department:</b> Community Connections	<b>Location/Branch:</b> Woking, providing groups across Northwest Surrey, Surrey Heath & Farnham, and Guildford & Waverley
<b>Role reports to:</b> Senior Worker	<b>Hours:</b> 35 hours per week (full time)
<b>Length of contract:</b> Permanent	<b>Starting salary:</b> £26,040

### Key Accountabilities

- To deliver physical, social and wellbeing activities, using both online digital platforms and face-to-face settings
- To empower, motivate and actively support clients to participate in the group activities
- To work collaboratively with Link Workers on the progress of clients
- To foster a safe and non-judgemental environment for the groups
- To maintain Health and Safety in the groups
- To work collaboratively with the Senior Group Worker to develop new groups for the timetable and communicate these with existing and prospective clients
- To ensure records are maintained promptly both electronically and on paper where appropriate, in line with Catalyst policies
- To signpost or refer clients to other services as appropriate
- To maintain confidentiality and respect the individual needs of the clients
- To provide ad hoc one-to-one support to clients where required

- To carry out risk assessments as appropriate
- To complete recovery stars with clients on a quarterly basis
- To act as an ambassador for the client group and for Catalyst

**General terms of reference:**

In carrying out the above duties the post holder will:

- Work collaboratively across the organisation to offer support to all main functions
- Be committed to the role and support Catalyst to be the most efficient it can be
- Be someone who believes in fairness and conducts themselves with integrity
- Work flexibly across operational sites, including working from home arrangements in agreement with your line manager, as required which may include evening and weekend work
- Be motivated to improve personal performance, outcomes, contribution, knowledge and skills
- Be professional when partaking in Management, Trustee Board and other work related team meetings; appraisals, workforce development and supervision processes
- Keep abreast of developments in services, legislation and identify good practices where appropriate
- Contribute to maintaining safe systems of work and a safe environment for all staff on site or working remotely
- Represent Catalyst at external agencies/meetings and support our values and the culture of Catalyst
- Assist in ensuring GDPR compliance throughout the service
- Adhere to health and safety compliance, ensuring timely and accurate record keeping
- Adhere to confidentiality policy
- Undertake other duties appropriate to the grade of the post

**This post is subject to a Disclosure and Barring Service (DBS) check at a basic level. Please note past drug and/or alcohol or criminality history will not necessarily discount you from undertaking this role.**

**Person Specification**

	Essential	Desired
<b>Qualifications and experience</b>		
Experience of delivering activities or groups, digitally and/or face to face	✓	
A minimum of 1 year community experience of mental health, wellbeing, behaviour change work with adults	✓	
A diploma or degree in appropriate subject i.e. counselling, psychology, social work, probation, mental health, Health and Social Care (level 3)		✓
<b>Knowledge and skills</b>		
An understanding of confidentiality, consent, information sharing, including GDPR	✓	
An understanding of Safeguarding policy and practice	✓	

**Person Specification**

Excellent presentation and written skills	✓	
Commitment to accurate and confidential record keeping	✓	
Ability to interact effectively with the clients, colleagues and other professionals whilst retaining clear boundaries	✓	
Ability to be non-judgemental, empathetic, compassionate and patient	✓	
Ability to work to all the policies, procedures and standards of the service and joint working arrangements with statutory and voluntary sector partners	✓	
Knowledge and understanding of mental health issues	✓	
Knowledge and skills of engagement, motivational, and behaviour change approaches	✓	
Knowledge and understanding of community working, lone working, and ability to maintain safety whilst working in the community	✓	
Ability to use supervision effectively	✓	
A good understanding of personal limitations, ability to identify when to seek advice and support, and deal with issues in a professional manner	✓	
Ability to manage any challenging behaviour from clients and group dynamics	✓	
Excellent organisation and planning skills	✓	
<b>Information technology</b>		
Proficient in Microsoft Word, Outlook, and Excel	✓	
Ability to enter data onto a database as required by the Service and Commissioners	✓	
<b>Personal attributes</b>		
Have authentic attributes of Kindness, Commitment and Integrity	✓	
Adaptable to change	✓	
Dynamic and self-motivated	✓	
Proactive, motivated and energetic	✓	
Ability to work calmly in a challenging environment	✓	
Capacity to innovate; work on your own initiative as well as part of a team	✓	
<b>General</b>		
Full UK driving licence and access to a vehicle with insurance for business use	✓	
Ability to work flexibly across operational hours and evenings and weekends, where required	✓	