

Dear Applicant,

Thank you for your interest in the post of Relief Recovery Worker. This is an exciting post that offers the opportunity to work with one of the leading mental health organisations in Scotland. We support around 1600 adults and young people every week. With over 400 staff across Scotland, we work to promote mental health and wellbeing for all, prevent mental ill health for people who are 'at risk' and to support people with mental health problems.

Working with Penumbra

It is one of our key strategic objectives to support, value, develop and involve all of our staff. We seek to ensure our employees have a working environment that enables them to feel safe at work, have the necessary skills they need, and access to the learning opportunities to fulfil their potential.

Our most recent staff survey found:

- 95% of staff would recommend Penumbra as a good place to work
- 95% of staff feel they have a competitive benefits package when compared to other third sector organisations
- 96% of staff are proud to tell people they work for Penumbra
- 90% of staff look forward to coming to work

Working with Penumbra offers you the opportunity to -

- work with a leading provider of mental health services
- gain qualification in health and social care (role and service specific)
- learn new skills and work with award – winning tools and approaches
- develop personally and professionally through support and supervision
- develop new ideas within a culture that support innovation and continuous improvement
- coach other members of the team in recovery approaches
- access support at any time through employee assistance programme
- access to lone-working procedure so you can get help at any time

Recovery

Recovery means to experience positive wellbeing and to have the opportunity to live as full a life as possible. A Relief Recovery Worker is therefore someone who supports and enables people to achieve their goals and maximise their potential.

A Relief Recovery Worker is therefore...

- Compassionate
- Respectful
- Hopeful
- Reliable
- Willing to Learn
- Open to new ideas
- A good team player
- A good communicator
- Creative
- Solution - Focused

Application Process

All applicants must complete and submit an application.

Please visit www.penumbra.org.uk/vacancies to complete an online application form or to download a .doc or .pdf form.

Closing date for applications is: 6th May 2019

Interviews will be held on: TBC

Applications can be completed online or sent to: recruitment@penumbra.org.uk

Good luck with your application.

Yours sincerely

Recruitment Team

Job Description

Job Title: Relief Recovery Worker

Responsible To: Support Manager

Salary: £9.75 per hour (including holiday pay allowance)

Working Hours: To provide cover when required by the Support Manager

Location: Glasgow, West Lothian, Lanarkshire and Falkirk

Special Conditions: Hours may include mornings, evenings & weekends

Job Summary

To assist people who use the service to establish and maintain a meaningful and fulfilling life in the community. Relief Recovery Workers play a central role in the planning and provision of quality, recovery focused support to people who use the service

Main Duties and Responsibilities

- To establish a supportive relationship with each supported person, enabling them to maximise their own resources in order to improve their quality of life.
- To deliver support as part of a support plan agreed with the supported person, the referring agency, and Penumbra.
- To assist with personal care when required.
- To be flexible and responsive to meet the changing needs of supported people and the organisation, within the agreed criteria.
- To work in cooperation with other members of the Support Team, and staff from other agencies.
- To participate in training activities and meetings as required.
- To uphold Penumbra's Code of Practice.
- To be responsible for maintaining the relevant systems of documentation.

Please note that Relief Support Workers are not contracted to a specific number of hours by Penumbra, but will be informed as and when shifts are available.

Person Specification

Qualifications	Essential <ul style="list-style-type: none">• Good Level of educational attainment Desirable <ul style="list-style-type: none">• SVQ3 or equivalent as defined the SSSC
Knowledge and Experience	Essential <ul style="list-style-type: none">• Experience of being in a supportive and enabling role Desirable <ul style="list-style-type: none">• Experience of a person-centred approach• Experience of working in the mental health field

Core Competency – Working with Others	Essential <ul style="list-style-type: none"> • Builds good working relationships with team members. • Works co-operatively with other professionals as required. • Gives others time and space to express what they think, feel and want. • Shows sensitivity and seeks to understand the perspectives of others.
Core Competency – Learn and Apply	Essential <ul style="list-style-type: none"> • Is aware of own strengths and development needs. • Demonstrates commitment to keeping knowledge, understanding and skills up to date.
Core Competency – Communication	Essential <ul style="list-style-type: none"> • Speaks and writes clearly and accurately and ensures the message is understood. • Explains clearly and accurately issues, policies, procedures and other pertinent information. • Conveys sensitive or contentious information tactfully.
Core Competency – Managing Self	Essential <ul style="list-style-type: none"> • Is able to deal with difficulties by keeping them in perspective. • Is open to change and continually improving practice. • Is able to adjust a strongly held opinion in response to contradictory evidence. • Has the awareness of when to ask for help and has the confidence to do so, where appropriate.
Core Competency – Professionalism	Essential <ul style="list-style-type: none"> • Demonstrates a commitment to Penumbra’s values. • Works to policies, procedures and relevant legislation. • Maintains sound ethical and professional standards at all times. • Has a clear understanding of confidentiality, disclosing information only to those who have the right and need to know. • Takes responsibility for own work. • Strives to provide efficient, effective, high quality services. • Projects a positive image of Penumbra at all times.
Role Specific Competency – Supporting People	Essential <ul style="list-style-type: none"> • Supports individuals in line with organisational values, policies and procedures. • Understands recovery and works with a recovery focused approach. • Consistently works with a person-centered approach. • Supports supported peoples’ rights to control their lives and make informed choices about the services they receive. • Protects the rights and promotes the interests of supported people.

Core Competency – Working with Others	Essential <ul style="list-style-type: none"> • Builds good working relationships with team members. • Works co-operatively with other professionals as required. • Gives others time and space to express what they think, feel and want. • Shows sensitivity and seeks to understand the perspectives of others.
Core Competency – Learn and Apply	Essential <ul style="list-style-type: none"> • Is aware of own strengths and development needs. • Demonstrates commitment to keeping knowledge, understanding and skills up to date.

For more information about Penumbra: www.penumbra.org.uk

For enquiries about the position please contact: recruitment@penumbra.org.uk

or 0131 475 2380

Penumbra, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY

T 0131 475 2380 | F 0131 475 2391

W www.penumbra.org.uk E enquiries@penumbra.org.uk