
JOB DESCRIPTION

DATE:

REF NO:

JOB DETAILS

JOB TITLE: Peer Mentor – DWP Test and Learn

BAND: 3

HOURS: Flexible up to 37.5 (suggested 10 hours per week)

DEPARTMENT: INCLUSION

LOCATION: Hampshire, Southampton, Portsmouth and Isle of Wight

REPORTS TO: Band 6 Volunteer and Peer Co-Ordinator

ACCOUNTABLE TO: Band 7 Sector Lead

RESPONSIBLE FOR:

- Peer Mentor (PMs) will provide intentional peer support (emotional and practical support) to service users with drug and/or alcohol needs who are accessing Job Centre Plus (or to access) as appropriate at the time of the intervention. Peer support is designed to further enable service users in progressing in their individual recovery journeys and access activities which are meaningful to them within this.
 - The PM will take a lead role in embedding recovery values (mutuality, individual responsibility, agreed goals, individual narratives etc.) within the services in which they are based.
 - Through the sharing of a lived experience of substance misuse and use of services the PM will provide hope, inspiration and a belief that recovery is possible for all service users. Within a person-centred relationship they will facilitate and support self-determination and a re-connection with other individuals and the wider community.
 - The PM will work alongside DWP and health care professionals to support service users, delivering 1-2-1 motivational sessions and co-facilitate groups embedding the ethos of peer support and recovery in clinical teams.
 - The PM will work with an agreed number of service users on a 1-2-1 and group basis. They will also attend clinical team meetings, business meetings, training sessions and reviews providing a recovery/ service user perspective.
 - The PM will act as an ambassador of Recovery with other DWP, Inclusion and Trust Recovery champions working with external agencies and partner organisations
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WORKING RELATIONSHIPS

INTERNAL: All members of the Inclusion Drug and Alcohol Teams across the South of England
Service Users

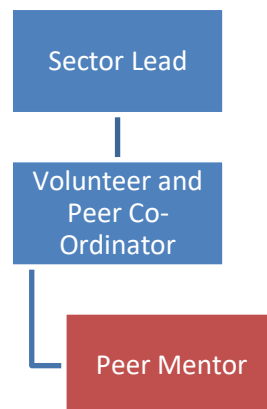
Inclusion services and MPFT Services

EXTERNAL: DWP Leads and other staff, GPs, Mental Health, Housing and Education Providers

JOB PURPOSE.

- Peer Mentors (PMs) will provide intentional peer support (emotional and practical support) to service users with drug and/or alcohol needs who are accessing Job Centre Plus (or to access) as appropriate at the time of the intervention.
- Provide 10 sessions (Including 1 x diagnostic interview, 1 x SMART Goal Setting and 8 x 1-2-1 sessions of support and motivation) to an identified caseload.

ORGANISATIONAL STRUCTURE



MY RESPONSIBILITIES.

Main duties and responsibilities

- To support service users to direct their own Recovery process through encouraging them to work collaboratively with the team to identify their own goals and needs and to co-produce care plans to support these.
- To assist service users to identify their strengths, personal interests and goals and support them to access and participate in activities which meet these whilst demonstrating acceptance of and respect towards service users' personal beliefs, uniqueness and identity.
- To promote and support service users to maintain and/or develop positive relationships with those within their community and learn how to improve or eliminate unhealthy relationships.
- To support services users to access Job Centre Plus and Drug/Alcohol Services.
- To manage and work within appropriate levels of risk effectively whilst supporting an individual's Recovery, in line with risk policies and procedures. To ensure any observed concerns regarding an individual's wellbeing, including any issues of safeguarding, are raised with the team at the earliest

opportunity.

- To provide support to service users in the community and maintain relationships and contact with them as appropriate to the role.
- To provide up to 10 sessions of once-weekly support to allocated service users.
- PMs to take on up to 5 peers at any one time on their caseload.
- It is envisioned that each PM will work up to a total of 10 hours each week, or 40 hours a month.

This will include a maximum of 5 hours with service users each week (20 hours a month):

- Recovery Groups (1.5 hours each week; 6 hours a month) as appropriate to the role.
 - Team meetings (2 hours a month)
 - Recovery/CQC training (2 hours a month)
 - PM Supervision meetings (1 hour a month) e) Individual Supervision (1 hour a month)
 - PM peer meetings (4 hour a month)
 - Training/Other (4 hours a month)
- To act as a role model to service users to inspire hope, share life experiences and demonstrate coping strategies, and share experiences of recovery.
 - To become involved with and co-facilitate peer recovery and other recovery-focussed groups in partnership with members of staff.
 - To positively promote and support independent living for service users in the community by maintaining an extensive knowledge and links with community resources and actively supporting service users to access them e.g. in relation to employment, leisure and citizenship.
 - To support allocated service users to prepare for meetings regarding their care and Job Centre meetings.
 - To facilitate in the discharge of their allocated service users, providing emotional and practical support where needed.

Service Development & Delivery

- Where appropriate, to maintain up to date knowledge of legislation, national and local policies and issues in relation to the specific service user group, peer support and mental health.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To be aware of, teach others and challenge issues in relation to stigma, low expectations and anti-discriminatory practice as appropriate.
- To attend team meetings as appropriate.
- To promote the role of peer support both within MPFT and externally, through co-delivery of presentations, workshops, and participation in Trust -wide peer related projects and audits: and information sharing as required and as agreed with the line manager.
- To attend necessary staff/clinical meetings and champion a recovery and holistic approach to care for all discussed service users.
- To adhere to the Peer Mentor Worker Guidelines

Systems and equipment

- Use VDU equipment more or less continuously
- Jointly develops with IT, Information Systems to meet users' specifications

Decisions and judgements

- Works independently within the guidelines and makes decisions, taking advice from Co-Ordinators in the service delivery and through supervision.
- Undertakes checking of routine and ad hoc reports according to guidelines and policies prior to distribution or sent to the recipient

Communication and relationships

- To assist service users to integrate into the service and local area and support them to access information on health promotion, mental and physical wellbeing.
- To assist the service user to understand their rights and choices within the service

- Report any untoward incidents or unusual occurrences to the manager/senior clinician immediately.
- To report any untoward incidents or unusual occurrences to the recovery champion/ senior staff member/ service manager immediately
- Liaises with all internal staff groups, Trust colleagues and external providers via email, telephone and face to face.
- Effective communication and presentation skills are required to deliver training and briefing programmes to Service staff, participation in Service-wide projects and initiatives.

Physical demands of the job

- Requirement for ongoing concentration to undertake complex statistical analyses requiring accuracy and attention to detail.
- Excellent keyboard and precision skills required
- Long periods of keyboard work

Most challenging/difficult parts of the job

- Working around the needs and availability of Service Users requiring support.
- Working in partnership with DWP Champions to identify and engage potential Service Users.

JOB STATEMENT

Infection Control
Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to patients, prison staff and other health care staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are provided through mandatory training which all staff must attend at intervals defined in the Trust policy on mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.
Learning and Development
As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in PDC / appraisal processes in line with Trust policy and guidance.
Health and Safety
As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management, for maintaining safe working practices for the health and safety of yourself and others.
Constitution, Competence and Capability
As an employee of the Trust you have a responsibility to promote and abide by the rights and responsibilities outlined in the NHS Constitution. You are additionally expected to adhere to Organisational/National/Regulatory Codes of Practice relevant to the role you are employed to undertake. At all times it is expected that you will limit the scope of your practice to your acquired level of competence and capability.
Dignity at Work Statement
Midlands Partnership NHS Foundation Trust is committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise

intimidating other members of staff.

Safeguarding Children and Vulnerable Adults

All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to Trust Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

PERSON SPECIFICATION

JOB TITLE: Peer Mentor – DWP Test and Learn	
DEPARTMENT: Inclusion Drug and Alcohol	BAND: 3

*Assessed by: A = Application I = Interview R = References T = Testing

ESSENTIAL CRITERIA	*	DESIRABLE CRITERIA	*
QUALIFICATIONS & TRAINING			
<ul style="list-style-type: none"> • Commitment to obtain underpinning knowledge through work based learning and mandatory training. • Trust peer support worker training which may be assessed in application/interview 			A/I
EXPERIENCE			
<p>This post has an occupational requirement as the post holder should have:</p> <ul style="list-style-type: none"> • Own personal lived experience of mental health challenges. • Own personal experience of accessing drug and/or alcohol services. • Willing to positively share your own life experiences, personal experience of substance use with service users and carers • Developed plans for managing own Recovery 		<ul style="list-style-type: none"> • Experience of working as paid or unpaid, peer support worker • Experience of working in a related social care or health setting (paid or unpaid) experience 	A/I

<ul style="list-style-type: none"> SKILLS, KNOWLEDGE & ABILITIES 			
<ul style="list-style-type: none"> Able to demonstrate understanding of Intentional Peer Support Ability to demonstrate knowledge of personal Recovery. Evidence of good interpersonal skills and an ability to form peer relationships with service users and carers. Effective listening skills Ability to communicate on all levels and to a broad scope of individuals, both internally and externally to the Trust Ability to appreciate / understand other people's worlds 		<ul style="list-style-type: none"> Awareness of local services Knowledge of benefits/employment systems Ability to demonstrate a understanding of mental health issues Ability to speak other languages 	A/I
<ul style="list-style-type: none"> PERSONAL ATTRIBUTES 			
<ul style="list-style-type: none"> Positive 'can do' attitude 			I

JOB HOLDER	SIGNATURE
	DATE
MANAGER	SIGNATURE
	DATE