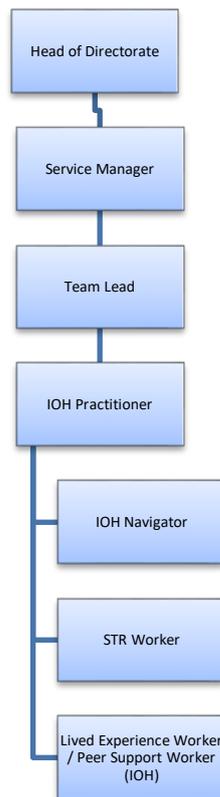


HR Use Only
AFC Job Ref:
CHC_23.02-07

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Peer Support Worker (IOH)
<b>PAY BAND:</b>	Band 2
<b>DIRECTORATE:</b>	North Staffordshire Community Directorate
<b>TEAM/SERVICE:</b>	Integrated Offender Health (IOH)
<b>BASE:</b>	Hope Centre
<b>RESPONSIBLE TO:</b>	Team manager/ Peer co-ordinator
<b>ACCOUNTABLE TO:</b>	Team manager/ Peer co-ordinator
<b>RESPONSIBLE FOR:</b>	N/A

### Organisational Chart (*Responsible to/Accountable to/Responsible for*)



### Job Summary:

IOH is a service which recognises that those in contact with the criminal justice system can offend for many reasons, and often have unmet needs which can impact on their offending behaviours. IOH mirrors all community pathways within the criminal justice system, from point of arrest, providing mental health treatment requirements as a sentencing option to the courts or supporting people reconnect in the community no release from a prison sentence. Key to achieving these aims is providing an enhanced offer in order to support these individuals have equitable access to the services which can meet their needs.

Peer support is based on the recognition that there is no better person to support the path towards recovery than someone who has walked the same path as that individual. As such we would actively seek peers who have lived experience of both the criminal justice system and a health and social care need, e.g. mental health, substance misuse, etc.

The Peer Support Worker will provide formalised peer support and practical assistance to service users in order for them to engage with appropriate services, develop an identity outside of the criminal justice system, regain control over their lives and their own unique recovery process. The Peer Support Worker will come alongside a service user through their recovery journey, and assist them when aspiring and considering the initial steps on their recovery journey.

Peer Support Workers work as part of the IOH community pathway and work in collaboration colleagues within the team. Peer Support Workers engage with IOH service users to show empathy, share experience, inspire hope and promote recovery with the aim of assisting service users to gain and maintain independence in the community. The role of the Peer Support Worker is focused around supporting an individual to become work ready. The Peer Support Worker will assist service users in raising aspirations and developing personal goals, with the aim to be supported and increase further social capital.

### **Key Duties/Responsibilities**

- To establish a supportive and respectful relationship with service users, sharing own narratives to raise aspirations of life.
- To work primarily in direct work with service users on a 1:1 and in group settings as agreed with team supervisor and team manager.
- To help individuals identify strengths, interests and their own achievable and meaningful recovery goals.
- To support the implementation of groups
- To support service users in developing other areas of interest.
- Draw upon own lived experience to inspire hope, model self-awareness and facilitate service users in developing their own resourcefulness for managing their health and wellbeing.
- Facilitate access to community groups and networks that enable participation in activities, to maximise service user's opportunities for socially valued roles and positive identity.
- Ensure that service user's peer recovery goals are integrated into the Trusts care plan/CPA process and are reviewed on a regular basis, through liaising closely with employment specialists and care co-ordinators as necessary.
- To actively engage with colleagues and other professionals to ensure the needs of the client group are met through promoting recovery orientated, strengths based practice.
- To attend and participate in multi-disciplinary team meetings.
- To work under the regular supervision of the team supervisor and guidance of other professional colleagues within the team.
- To participate within Trust peer training and peer working networks.
- To have an awareness of the IOH model and pathways.
- To actively take responsibility for own health and wellbeing discussing/reviewing within supervision as necessary.
- To be willing to develop self through specialist training opportunities, relevant to your role, as agreed with team supervisor and team manager.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To undertake other duties as may be required suitable to the banding of the post.

## **Specialist/technical requirements**

Lived experience of contact with the Criminal Justice System and a health or social care need e.g. substance misuse, mental health needs etc.

Use of Rio to enter clinical notes/appointments to Trust standards.

Use ESR/LMS to update annual leave and booking training.

Central to role as described in key responsibilities

To work within clear guidelines and processes but will have some limited autonomy to plan and prioritise own work

Observes personal duty of care in relation to equipment and resources used in course of work.

Ability to travel to and with service users for purpose of role.

Concentration required to be able to focus on service user need for prolonged periods.

Regular exposure to distressing or emotional circumstances

Key to role as described within key responsibilities above.

Follows policies in own role

Demonstrates own activities to new or less experienced employees.

Complete surveys as required e.g. staff survey

## **GENERIC CLAUSES**

- To maintain a broad understanding of the work of North Staffordshire Combined Healthcare NHS Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the Performance and Development Review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the Trust.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all Trust policies and procedures.

## **Trust Values:**

As an employee and representative of the Trust, you are required to demonstrate and uphold the Trust's Values. These are:

Proud to CARE:

**Compassionate**

- Caring with compassion, it's about how we listen, what we say, what we do.

**Approachable**

- Friendly, welcoming, sharing ideas and being open

**Responsible**

- Taking personal and collective responsibility, being accountable for our actions

**Excellent**

- Striving for the best, for high-quality safe care and continually improving

**Health & Safety:**

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL incidents/ accidents must be reported to your manager and in line with the general philosophy of the Trust, you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines and mandatory health and safety training.

**Infection Control:**

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and Procedures and make every effort to maintain high standards of infection prevention and control at all times. This includes good antimicrobial stewardship, hand decontamination, cleanliness and adhering to the Dress and Appearance policy. This will reduce the risk of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Code of Practice on the prevention and control of infections and related guidance (2015).

**Risk Management:**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

**Data Security:**

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

**Confidentiality:**

Working within the trust you may gain knowledge of confidential matters which may include manual/electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

**Equality & Diversity:**

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Safeguarding:**

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and is signed up to Stoke-on-Trent Safeguarding Children Board Procedures, Staffordshire Safeguarding Children Board Procedures and the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership Procedures. All Trust staff must be familiar with, and adhere to, these procedures. It is the post-holder's responsibility to attend the Trust's mandatory Safeguarding Training, and to follow the relevant Trust's Policies and Practice Guidance.

**Codes of Conduct and Accountability:**

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

**Raising Concerns**

If you have any concerns about a risk, malpractice or wrongdoing at work you are expected, as a Healthcare professional, to raise these concerns at the earliest opportunity, either with your line manager or lead clinician. This may be done verbally or in writing. As a result of raising a genuine concern under the Raising Concerns procedure, you will not be at risk of losing your job or suffering any detriment (such as a reprisal or victimisation) provided you are acting in good faith and the matter is not raised maliciously. Please refer to the Raising Concerns (formerly Whistleblowing) procedure for further information.

**Registration:**

Registration with a professional body imposes a duty on health care professionals to maintain the safety of the public through working within professional standards, to provide good quality care to patients and to promote professional education and conduct. It is the policy of the Trust that all health care professionals register or re-register and act in accordance with the requirements of their professional body.

**Disclosure & Barring Service (DBS)**

This post may be exempt from the Rehabilitation of Offenders Act 1974. If so, should you be offered the post it will be subject to a criminal check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions. North Staffordshire Combined Healthcare NHS Trust may require a Disclosure through the DBS for this post to ensure suitability for employment. Should an employee be subject to a caution, reprimand, final warning or convictions during the course of their employment then they must share this with their manager at the first possible opportunity, to assess their continued suitability for employment in the post.

**THE TRUST OPERATES A NO SMOKING POLICY**

EMPLOYEE  
SIGNATURE:

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DATE:

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**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>English language literacy and numeracy skills to the standard necessary to provide clear, understandable records on computerised system (Rio) and fulfil job description.</li> </ul>	<ul style="list-style-type: none"> <li>Skills or ability that contribute to the skill mix of the team (e.g., vocational)</li> <li>Related Health or Social Care qualification</li> </ul>	Application form / interview / assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>Personal lived experience of the criminal justice system</li> <li>Personal lived experience of an additional vulnerability: mental health, substance misuse, alcohol misuse, veteran, etc</li> <li>Experience of recovering a meaningful life</li> <li>Experience of being in a supportive and enabling role</li> <li>Experience of using a range of self – management or recovery tools and technique.</li> <li>Independent living</li> </ul>	<ul style="list-style-type: none"> <li>Psychiatric hospital admission</li> <li>Experience of team working</li> <li>Experience of supporting others</li> <li>Experience of working in the public sector</li> <li>Experience of working flexibly and creatively</li> <li>Experience of group work</li> </ul>	Application form / interview / assessment
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Able to relate to a wide range of people, with excellent interpersonal skills</li> <li>Ability or capability to learn IT and literacy skills to the standard required for clinical record keeping</li> <li>Professional in behaviour and appearance</li> <li>Able to manage conflict and to help others do so</li> <li>Self-awareness and ability to question self and effectively reflect on practice</li> <li>Reliable, flexible and good team member.</li> <li>Able to manage stress and to plan and prioritise workload</li> <li>Able to use own lived experience to the benefit of those using the service and the advancement of the team</li> <li>Able to acknowledge service users' unique experience and to support them finding their own recovery path</li> <li>Able to use supervision and guidance from colleagues appropriately</li> </ul>		Application form / interview / assessment

	<ul style="list-style-type: none"> <li>• Ability to effectively appraise where need to seek advice and guidance and willingness and ability to do so</li> <li>• Capability to travel as appropriate in working with service users</li> <li>• Able to take personal responsibility for own healthcare, willing to discuss, review and seek support appropriately</li> </ul>		
<b>Other</b>			Application form / interview / assessment