

Job Description

- **Job Title:** Personal Navigator
- **Accountable to:** CEO
- **Reports to:** Line Manager
- **Salary:** £23,441.60 p.a.
- **Hours:** 35 hours per week
- **Term:** Fixed Term Contract to 31 March 2023
- **Work Location:** Derbyshire

Aims of the post

To deliver integrated packages of support to motivate women with complex needs into employment.

The post is funded through the Building Better Opportunities programme which is funded by the European Social Fund (ESF) and the National Lottery Community Fund. The post holder will solely be employed to work on the Opportunity and Change project.

Personal Qualities

The successful applicant will be self-motivated, confident, have experience of working independently, have excellent knowledge of the benefits system as well as in work benefits. They will be familiar with local support services available locally for women returners.

Key Tasks and Responsibilities

- To engage with the local community and other support agencies to promote the service and recruit referrals to the programme
- To create and manage a 'change plan' to achieve individual goals and targets
- Support individuals to address their complex needs through case working, signposting to appropriate support services and supporting the participant to attend interventions
- Support participants to engage in education, training and learning by referring to the in-programme training sessions and/or external training opportunities
- Support participants to engage in active job search and a range of employability focused activities

- Support participants to apply for and gain paid employment
- Relate to and interact with individuals
- Support individuals to access and use services and facilities
- Promote the equality, diversity, rights and responsibilities of individuals
- Promote choice, wellbeing and the protection of all individuals
- Support the needs of distressed and /or vulnerable individuals
- Contribute to the protection of individuals from harm and abuse
- Support individuals to deal with relationship problems
- Reflect on and develop your practice
- Raise awareness about substances, their use and effects
- Develop and disseminate information and advice about substance use, health and social wellbeing
- Care planning and review
- Deliver workshops and educational sessions
- Assist with the transfer of individuals between agencies and services
- Encourage individuals to change challenging behaviour
- Develop and sustain effective working relationships with staff in other agencies
- Participate in interdisciplinary team working to support individuals
- Effectively manage your own caseload
- Take responsibility for recording, monitoring and delivering funding related outcomes on project database
- Keep a precise paper trail of all expenditure relating to project
- Proactively develop effective networks and partnerships with the relevant agencies in order to further develop the projects outcomes and outcomes for service users.
- To carry out assessments when directed and develop and proactively manage care plans for individuals
- To operate as an effective member of the team delivering any support interventions at the direction of line manager
- Adhere to policies and procedures and promote Health and Safety in the workplace

General

- To operate as an effective member of the team
- Adhere to policies and procedures and promote Health and Safety in the Workplace
- Any other duties as directed by your line manager in order deliver the outcomes of the charity
- Promote equality and avoid discrimination for service users and staff
- Embrace the ethos of self-care

Signed..... Dated.....



PERSON SPECIFICATION

Job Title: Personal Navigator
Base: Derby City and Derby County
Hours: 35 hours per week

1. Attainments/Qualification	
<p>Essential</p> <p>Experience in a similar role</p> <p>OCN/NVQ Level 4 or equivalent</p>	<p>Degree in Health & Social Care, Social work, Childcare, Management or Substance Misuse Qualification</p> <p>Teaching qualification/ Careers Advice</p>
2. Skills	
<p>Essential</p> <p>Ability to identify barriers and support needs through using a range of questions and resources</p> <p>Demonstrate the skills to write a clear, concise, sensitive and objective change plan</p> <p>Is able to provide a range of employability focused activities</p> <p>Work effectively with key partners and refers onto appropriate agencies where necessary</p> <p>Accurate and effective IT skills in e-mail, word processing and data entry</p> <p>Meets strict targets and deadlines</p> <p>Manages caseloads and workload effectively and efficiently</p> <p>Excellent verbal and non-verbal communication</p> <p>Full driving License and use of car</p>	

3. Knowledge/Experience	
<p>Essential</p> <p>Experience of working with people with multiple and complex needs and supporting the individual to make a positive change</p> <p>Experience of supporting and motivating people into training education and employment</p> <p>Experience in a social care field work with socially excluded client groups and families</p> <p>Knowledge of drug and alcohol, mental health, domestic abuse, homelessness and offending, harm reduction initiatives and health promotion</p> <p>Knowledge of the benefit system including in work benefits</p>	<p>Desirable</p> <p>Specialist knowledge of drug and alcohol issues</p> <p>Knowledge of local adult and child safeguarding procedures</p> <p>Previous delivery of low threshold psychosocial interventions</p>
4. Disposition	
<p>Essential</p> <p>Self-motivated & confident</p> <p>Team player</p> <p>Tolerant and patient</p> <p>Open and friendly</p> <p>Non-judgemental</p> <p>Flexible and open to change</p> <p>Willingness to proactively pursue service development opportunities</p>	<p>Desirable</p>
5. Circumstances/special Demands of Post	
<p>Essential</p> <p>Demonstrate the ability to effectively work with people regardless of their ethnic, cultural, social backgrounds, their age, religious belief, disability and sexual orientation.</p>	<p>Desirable</p>