

## Job description

<b>Job title</b>	Social Work Assistant
<b>Contract</b>	Permanent
<b>Hours</b>	Up to full time – Part time available, and flexible working considered
<b>Salary</b>	£21,547 - £25,386
<b>Service setting</b>	Across Jami localities, the community, and home based

### Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress in the Jewish community.

Since the start of the pandemic, demand for our services has grown exponentially. In 2021 we undertook a thorough review of the needs of the community, to develop a new strategy that will secure the Jewish community's mental health provision. The new strategy sets out a huge agenda for change in scale and provision, which will be developed over the next five years while we continue to run our diverse set of highly professional mental health services:

- Advice and advocacy
- Treatment and support
- Education and campaigning

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

## Job purpose

You will play a key role in our Core Services team, supporting clients to ensure that their social, emotional, and economic wellbeing needs are met. This will be both through direct client work, joint work and making connections with statutory and voluntary agencies. You will challenge discrimination and ensure that people are given a say in the support they receive.

The Core Services teams work with dedication and creativity to provide meaningful and personalised support. We work with clients to identify what they need to maintain their wellbeing and improve their lives, and work collaboratively with people to achieve this.

## Responsibilities

- To work as a member of the multi skilled teams across core services providing support to members of the Jewish community experiencing issues with their mental health.
- To create and carry out bespoke support plans together with people, working with them to identify goals, strengths, and support needed
- To manage a 1:1 caseload
- To work as a full and effective member of the team
- To provide support and assistance to social workers to carry out tasks as directed
- To facilitate face to face, telephone, and video conferencing, initial assessments and periodic reviews as required
- To liaise with statutory and non-statutory organizations to provide coordinated support
- To support people to access services within Jami and externally, by advocating for them and accompanying them when appropriate.
- To bring professional learning and expertise to colleagues through team meetings and joint working
- In Line with the service user involvement strategy, coproduce:
  - Meaningful support plans with caseload clients
  - New initiatives which seek to improve social inclusion and quality of life
- To maintain up to date and accurate electronic records as required by existing procedures
- To participate in service audits and research projects.

- Maintain own personal development and keep up to date with current knowledge and health and social care agenda through reading, attending study days, conferences, and meetings as appropriate
- Work within Health and Safety guidelines, with reference to the Lone Worker Policy and individual risk assessments
- Compliance with the Equality Act, and Health and Safety legislation
- Attend regular supervision with named supervisor
- Participate in the organisation's appraisal process
- Ensure that all activities are operated in a way which is consistent with the values of Jami and the Jewish community it serves.
- Carry out any other reasonable duties as requested by your line manager or another designated senior manager

### Key relationships

- All members of core service teams
- Compeer and Volunteering team
- Head Room Café team
- Head Room Education team
- External agencies including statutory services, and voluntary organisation

### Training and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent in Health and Social Care</li> </ul>	<ul style="list-style-type: none"> <li>• Training in mental health, social work, advocacy, or a relevant field</li> <li>• Working towards a social work qualification</li> </ul>

## Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Experience of working/volunteering with people in a health and/or social care setting</li><li>• An understanding of the socioeconomic factors that can impact on someone's mental health</li><li>• Experience of collaboratively creating intervention plans and goal setting</li><li>• Knowledge of relevant legislation ie: Mental Health Act 1983, Mental Capacity Act 2005</li><li>• Ability to carry out assessments</li><li>• Ability to develop rapport with clients, colleagues, and external agencies</li><li>• Strong ability and willingness to work as part of a team; to both carry</li><li>• out joint work and advise and receive advice from colleagues</li><li>• Ability to develop practical solutions to problems as they arise</li><li>• Ability to problem solve and demonstrate flexibility when current plan of support needs adjusting</li><li>• Ability to communicate effectively with clients and colleagues alike</li></ul>	<ul style="list-style-type: none"><li>• Experience facilitating groups</li><li>• Personal experience of using mental health services and/or mental health problems, distress, or trauma</li><li>• Knowledge of housing and benefits legislation</li><li>• Ability to gather, analyse and interpret data</li></ul>

<ul style="list-style-type: none"><li>• Ability and willingness to actively listen to people; clients and colleagues alike</li><li>• Ability to effectively prioritise work</li><li>• Ability to work independently and as part of a team</li><li>• Ability to reflect on work and engage with supervision process</li><li>• Knowledge of Trauma Informed Practice</li><li>• Ability to always treat service users with respect and dignity, adopting a culturally sensitive approach, which considers the needs of the whole person.</li></ul>	
---	--

### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and all post-holders may be required to perform work not specifically referred to above. Such duties will fall within the general scope of the job description. The job description will therefore be subject to periodic review with the postholder to ensure it accurately reflects the duties of the job.

### **Disclosure of criminal background**

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not progress further.

## Equality and diversity

Jami is proud to be an equal opportunity workplace. We recognise and promote the positive value of diversity, equality, and challenging discrimination. We welcome and encourage job applications from people of all backgrounds.

## Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorized person is a serious disciplinary offence.

For further details please contact **Raisel Byrne** on 020 8458 2223 or email [raisel.byrne@jamiuk.org](mailto:raisel.byrne@jamiuk.org)

To apply for the role, please send your CV and covering letter to [recruitment@jamiuk.org](mailto:recruitment@jamiuk.org). Closing date for applications 5<sup>th</sup> September