

## MENTAL HEALTH ABERDEEN JOB DESCRIPTION

### 1. ORGANISATION

Post Title: **Relief Project Worker**  
Pay rate at 1<sup>st</sup> April 2009 - £7.04 per hour.

Locations and brief description of each project:

**MHA Housing Support Project, 1 Alford Place, AB10 1YD:**  
Supporting people in their own tenancies.

**The Alford Centre, 8 Alford Place, Aberdeen, AB10 1YB -:**  
Day support Service

### 2. JOB PURPOSE

To assist in the day-to-day running of the project assigned to for relief work. The relief worker will be expected to work as an equal member of the staff team accountable to the respective manager of each project.

### 3. MAJOR TASKS

**To some extent this will vary depending on the assigned project for relief. However in general these will be:**

- a. Provide emotional support as appropriate and assist with practical tasks whilst encouraging individual responsibility and personal choice.
- b. Advocate on behalf of clients with external agencies where necessary.
- c. Report and record information in accordance with operational guidelines.
- d. Work with clients to match their individual needs to the effective use of the project and community resources in order to maximise independence and quality of life.
- e. Establish and maintain effective links with the local community services.
- f. Encourage involvement of clients in decisions concerning the running of the project.
- g. Contribute fully to the activities of the project and play an effective role in achieving the aims and objectives of the project.
- h. Work flexible hours as required in keeping with needs of clients and operational demands of the project.
- i. Attend staff meetings and client meetings as required.

### 4. REPORTING RELATIONSHIPS

This post reports directly to the Manager of the project (or Project staff in their absence) in which you are working and through the Depute Chief Executive of Mental Health Aberdeen. There is no line management responsibility associated with this post.

## **5. ACTIVITIES**

- 1. Encourage independent living**
  - a. To encourage clients in activities promoting independence and where applicable to be involved in decisions that may affect them.
- 2. Quality service, monitoring, evaluation, review**
  - a. To provide quality support services through effective planning, monitoring, evaluation and review of their requirements in collaboration with them.
  - b. All staff are required to familiarise themselves with all relevant MHA policies, guidelines and procedures, in particular, Health and Safety and Equal Opportunities, and to apply them in practice.
- 3. Promote MHA, enhance service provision**
  - a. To promote the work of MHA and the work of the project in order to enhance the provision of services to clients.
  - b. To play an important role in providing a service which creates a supportive environment and upholds the client's rights to privacy, dignity and personal choice in accordance with the policies and principles of MHA.
  - c. All staff are expected to have a basic knowledge of mental health issues and an understanding of the difficulties faced by people with mental health problems.
- 4. Contribute as an effective team member**
  - a. To contribute as an effective team member to the development of activities of the project.
  - b. In addition to the duties and responsibilities outlined, all staff are expected to undertake any additional reasonable tasks or responsibilities which may be required of them by line manager.
- 5. Ensure standards set, MHA and external agencies**
  - a. All staff are required to comply with MHA terms and conditions of service.
  - b. To ensure that service provided comply with standards set by MHA and relevant external agencies.

## **6. KEY RELATIONSHIPS**

- a. Be accountable to and work positively and effectively with the Manager.
- b. Work positively and effectively with all members of staff team and other colleagues.
- c. Establish positive and supportive relationships with service users.
- d. Maintain good relationships with relatives, neighbours and others in local community if working in the housing support project.
- e. Maintain good relationships with staff of relevant outside agencies e.g., Social Work/Housing/Health/DSS.