

## **JOB DESCRIPTION: RELIEF PROJECT WORKER: SAFESPACE CALDERDALE**

**Job Title:** Relief Project Worker: Safespace

**Weekly Hours:** Sessional 6-hour daytime and evening shifts on rota; will include weekend shifts

**Rate of Pay:** £15 per hour / £105 per 6-hour shift (including rolled-up holiday pay)

**Place of work:** Healthy Minds Halifax office; travel may be required

**This post is subject to an enhanced DBS check.**

### **Background:**

Calderdale Safespace is an important part of Calderdale's mental health offer, providing access to support for people in emotional distress without waiting lists and referrals.

This post is funded by Calderdale Integrated Care Board (ICB).

### **Job Summary:**

This is a busy and demanding role. You will be supporting people who are distressed and may be in crisis for all sorts of reasons. The aim is to make sure that people can have immediate support and be kept safe, with time and space to talk through what is happening and find ways through.

As part of a project based in the centre of Halifax you will work in a team to provide a point of access for people aged 16+ who are experiencing emotional distress. The initial intervention/contact may provide an alternative option for people who may otherwise come under NHS, the Police or other statutory services duty of care. Project Workers support Safespace callers and visitors to consider, agree and arrange appropriate support for people's immediate and longer-term emotional health and wellbeing.

Safespace offers a mixture of telephone, text, Facebook and in-person contact. The service is offered from our premises in Halifax and at drop-in sessions in community venues across Calderdale. Each shift is 6 hours long: 12 – 6pm and 5 – 11pm. Service opening times are 12.30 - 10.30pm, 7 days a week.

### **Main tasks:**

Within a team approach, to develop and provide:

- Support, information and advice for people in distress
- Support with signposting and referrals to appropriate services
- Up-to-date information resources, knowledge of services and links with other providers
- Recording and monitoring
  - Ensuring that key details are recorded on the project database on every shift
  - Ensuring that relevant information about clients is recorded and shared with colleagues as appropriate

### **Project-wide:**

- To respectfully and supportively engage with visitors and potential visitors, understanding that their experience matters
- To take responsibility for acting on safeguarding concerns
- To work collaboratively with volunteers, including providing support and supervision for volunteers as required

- To promote the service within the voluntary and community and statutory sectors, representing Healthy Minds at partnership and strategic meetings as required
- To undertake monitoring and evaluation, which actively involves participants
- To prepare information as requested for management and stakeholders to enable transparent and accountable input and outcomes.

**General Work-related Expectations:**

- To work within Healthy Minds' vision, mission and values
- To take an active role within the project team
- To be responsible for undertaking training and continuous personal development
- To be willing and able to share skills, knowledge and experience across the team
- To participate in regular supervision
- To be responsible for all personal admin and organisational tasks
- To work in accordance with all Healthy Minds' policies and procedures
- To be actively responsible for Healthy Minds' resources
- To comply with all relevant legislation
- To undertake any other duties as reasonably required, appropriate to the post and which complement the team approach.