

Job Description and Terms & Conditions

**Young Persons Safe Haven Worker**

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| **Head office** | 101 Walnut Tree Close Guildford GU1 4UQ  |
| **Line Manager** | As delegated by Chief Executive |
| **Accountability** | Chief Executive |
| **Job purpose** | To facilitate a Youth Safe Haven in our Guildford premises. The purpose of the facility is to provide an alternative to people who would otherwise attend A&E when they suffer a mental health crisis. Additionally, the Youth Safe Haven provides a safety net to prevent them reaching crisis point. |
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| **Main duties & responsibilities** | 1. Facilitate a welcoming and friendly environment.
2. Maintain appropriate records of attendance and collect any other data as and when requested.
3. Continually monitor and assess an individual’s needs in relation to their mental health.
4. Maintain an empathic, caring and person-centred approach to the client group.
5. Ensure the Safe Haven is ready and operational as soon as the doors open at 5pm
6. Ensure agreed level and range of refreshments (tea, coffee and biscuits) are always available.
7. Ensure volunteers are appropriately line managed.
8. Attend internal and external meetings as and when required (some of which will be during normal office hours)
9. Participate in appraisal, workforce development and regular supervision.
10. Work with colleagues to monitor the impact and effectiveness of the service.
11. Seek to continually improve personal performance, outcomes, contribution, knowledge and skills.
12. Be a central contact point for any bank staff to reorganise schedules.
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| Oakleaf logo large**General** | 1. Ensure maintenance of a safe and efficient working environment in accordance with current Health and Safety legislation including the Health and Safety at Work Act 1974, COSHH Regulations, Environmental Health and EC Directives.
2. Operate robust and safe levels of practice in regard to lone working.
3. Perform any other reasonable duties as may be requested by the Chief Executive.

This job description is an indicator of general areas of responsibility and will be amended in accordance with the changing needs of the organisation in consultation with the post holder. |
| **Terms & Conditions** | **Salary:** £12.00 per hour**Hours:** (1-5) Shifts = 17:00 – 20:00(3hrs) operating over 7 days per week**Annual leave:** 28 days pa pro rata including bank/public holidays **Notice Required:** Two months |

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