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Sheffield Chinese Community Centre 雪埠華人社區中心

- Job Title:** Health and Well Being Support Worker (Part-time)
- Hours of Works:** 20 hours per week (Working on Sundays for 4.5 hours are required)
- Salary:** £12,486 Gross p.a.
- Responsible to:** Centre Manager
- Term:** Fixed Term contract until 31st March 2018 (Possible for continuation of employment but subject to funding and work performance)
- Annual Holidays:** 96 hours (7.4 hours per day) plus bank holiday (pro rata)
- Probation:** 3 months
- Base:** Sheffield Chinese Community Centre
157 – 159 London Road, Sheffield S2 4LH

Basic requirements:

- Fluent in written and spoken English and Chinese (including both Cantonese and Mandarin)
- Empathy in working for mental health service users

Closing date for application: 12:00 noon on 2nd November 2017 (Thursday)

Interviews will be held on: 5th November 2017 (Sunday)

To request an application form and job description, please email to Ms. Belinda Shiu (Centre Manager) Belinda@sheffieldchinesecommunity.org.uk or download from our website: www.sheffieldchinesecommunity.org.uk

Please return the completed application form to the Centre Manager on the following address.

**Sheffield Chinese Community Centre
157-159 London Road
Sheffield S2 4LH**

Sheffield Chinese Community Centre

Sheffield Chinese Health Project

Job Description for Health and Well Being Support Worker

Post Title: Health & Well Being Support Worker (Part-time)

Responsible to: Chinese Community Centre Management Committee and Centre Manager

Responsible for: Freelance Workers, Sub-contractors for the Services, Volunteers of the Services and all Mental Health Services.

Base: Sheffield Chinese Community Centre 157-159 London Road S2 4LH

Hours of Duty: 20 hours per week (overtime worked - taken as time off in lieu, working in the weekends will be required)

Holidays: 96 hours per annum plus bank holiday (Pro rata).

Purpose of role

To effectively promote and deliver health and Wellbeing services to mental health users and the carers in the Chinese Community. To achieve all the targets, outputs and outcomes for mental health users and carers set in the Sheffield Chinese Health Project, whilst working in accordance to the Sheffield Chinese Community Centre's Policies and Procedures.

Main Duties and Responsibilities:

1. To engage mainly Mental Health users and carers to use our mental health services (e.g. counselling, befriending and other mental health activities)
2. To promote and deliver our mental health services to students at school and universities and support their needs in Health and Wellbeing.
3. To promote and facilitate services mainly for Mental health users and carers who are entitled to (e.g. counselling, carers' allowances etc.)
4. To advise, support and advocate for service users of Sheffield Chinese Community Centre and their carers in accessing and using mainstream services appropriately.
5. To provide a bridge between the Sheffield Chinese Community and local primary and secondary care health services, working to secure 'equal access', patients' rights and involvement.
6. To promote the essential knowledge in the prevention and cure of common illnesses and healthy living mainly to the mental health users and carers
7. To inspire the health and wellbeing of the Chinese community in Sheffield.
8. To provide support and advocacy to clients and their carers in accessing the primary and secondary health services within the normal working hours and sometimes occurs outside normal office hours, in case of emergency the post holder would have try to provide the immediate necessary support and advice to other related statutory departments (e.g. Hospitals etc.).

9. To ensure that the Chinese community, in Sheffield, is informed and updated regarding mental health services provided by statutory health services and other agencies or medical professionals, through organising open days, health talks, workshops and public consultation meetings and production of bilingual Information leaflets and bilingual quarterly newsletters.
10. To provide, where appropriate, an interpreting service
11. To organise sessions for capacity building and raises awareness of a whole range of mental health and wellbeing promotion issues with support from other team members and volunteers of the services.
12. To complete the monitoring, evaluating of the services and to meet the targets related to mental health users and carers set out in the Service Agreement with the Sheffield City Council.
13. To contribute the development of good practice in relation to recruitment, development and support to volunteers for the Mental Health Services
14. To submit monthly written report to the Sheffield Chinese Community Centre Management Committee and attend the Annual General Meeting on the required date
15. Be willing to work during the evenings and weekends and out of office hours as require
16. Comply with the policies and procedure of the Sheffield Chinese Community Centre
17. To ensure that all activities are carried out in accordance with the Health and Safety at Work Act
18. To protect the interest and assets of the Centre
19. Work flexibly as a member of the Sheffield Chinese Community staff team and carry out other tasks requested by the Centre Manager which are appropriate to the nature and overall purpose of the post

Remark: Changes might be made and taken under contract documentation required by the Funder within the funding period.

Accountability

The Health and Well Being Support Worker will report to the Centre Manager and will also be guided by the Management Committee of the Sheffield Chinese Community Centre

Personal specification

1. A good understanding of the work in voluntary and community sector and knowledge of health provision within which it operates.
2. The confidence, ability and initiative to organise events or develop services to enhance and improve the accessibility of mental health services for the Chinese community
3. Empathy in working for families of mental health service users
4. Good interpersonal and organisational skills
5. Good communication skills orally and in writing (both in English and Chinese- both Cantonese and Mandarin required)
6. A commitment to equal opportunities and diversity and with strong sense of confidentiality
7. Ability to prioritise and work to tight deadlines and patience when dealing with demanding situations
8. Good IT skills – ability to use the range of Microsoft office packages (Word, Excel, Power Point and Access)
9. Holder of valid driving license more desirable