



Job Description

Job Title:	IMP;ACT Co-ordinator
Hours	21 hours per week, typically Monday, Wednesday and Thursday, with some flexibility throughout the week depending on need
Salary:	£11.50 per hour
Responsible to:	Open Minds Managing Director
Responsible for:	N/A
Primary Base:	Open Minds regular work from home and in the community
Aim of the post:	<p>The post holder will work directly with adults who have made a suicide attempts or had the intention to do within 12 months of the date of referral, who are no longer in crisis and whose immediate medical needs in the aftermath of the attempt have been addressed.</p> <p>The post-holder will through direct contact with the service user, seek to appropriately reduce the likelihood of escalating suicidal behaviours and repeated suicide attempts. This will deliver measurable improved outcomes for the benefit of service users. To reduce the number of A&E attendances, non-elective admissions and potentially 999 calls.</p>
Main Responsibilities:	<ol style="list-style-type: none"> 1) To provide effective one to one support for IMP;ACT service users, developing an effective pathway through the service, adopting a person-centred approach. 2) To conduct initial assessments for IMP;ACT service users to assess risk and suitability for the service 3) To monitor service user progress throughout the service 4) To maintain accurate service user records and session notes 5) To support the project lead to maintain clear project records in line with the requirements specified by the funders 6) Maintain good links with other agencies on this project 7) To support the project lead to work with referring agencies to promote the service 8) The post-holder will not provide medical or physical care but may sign-post to these where appropriate



Main duties:	<p>A) To work within the aims and objectives of Open Minds</p> <ul style="list-style-type: none"> • To ensure a commitment to Quality Management in Open Minds working within the policies and procedures of Open Minds <p>B) Management and Support</p> <ul style="list-style-type: none"> • Engage with line management, supervision, training and development as per Open Minds policies and procedures. • To work as part of a team and work co-operatively with colleagues. • To be prepared to give and receive support from others in the team as appropriate. • To attend staff team meetings and participate in the work of the team. <p>C) Health and Safety</p> <ul style="list-style-type: none"> • To ensure suitable procedures are being followed to safeguard the health and safety of volunteers and service users. • The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations <p>D) Legislation</p> <ul style="list-style-type: none"> • To keep up to date with key legislation affecting the post <p>E) Administrative</p> <ul style="list-style-type: none"> • To develop effective administrative systems for the project and ensure that records are kept in the required manner
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The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the line manager.

If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.



Person Specification

Essential	Desirable
Experience	
Significant experience of working 1-2-1 with service users with a range of complex issues	Experience of conducting service user assessments
Experience of working with vulnerable individuals or families to make real life positive changes	Experience of working in a therapeutic capacity with vulnerable adults
Experience of working within Voluntary and Community and Faith (VCF) or public sector organisations	
Knowledge and Understanding	
Knowledge of the needs of people who have attempted suicide	
Experience working with people who have suicidal ideation	
Knowledge of safeguarding vulnerable adults	Experience safeguarding vulnerable adults
Understanding of how to effectively risk assess service users and to identify deteriorating well-being	Experience safeguarding children
Skills and Abilities	
Proven ability to work on your own initiative and manage a busy workload, identifying potential problems and applying the appropriate solutions	
Able to develop and maintain effective and credible relationships with service users	
Ability to maintain clear boundaries with staff and service users	
Excellent written and verbal communication skills with the ability to present information to a wide range of audiences	
Personal Attributes	
Conscientious approach to service delivery	
Flexible approach to working hours	
Non-judgemental approach to people	
An adaptable and positive approach to work	
Self-awareness of own competencies, practical needs and personal resilience, and willing to seek help with these where necessary	