**TOUCHSTONE**

**JOB DESCRIPTION**

**EMERGE Leeds: Complex Emotional Needs Service**

**Female Peer Support Worker**

Grade: Touchstone Pay Structure (2024) Points\* 07 – 11, starting at £25,839.84 pa/pro rata

Hours: 37 hours per week

Responsible to: Touchstone Peer Support Co-ordinator

Employing Body: Touchstone – Board of Trustees

Location: Poplar House, St. Mary’s Hospital, Leeds LS12 3QE

**This role is fixed term for up to 24 months with the possibility of extension**

**It is an occupational requirement for this role that the successful applicant is female.**

\*Any increase in pay point(s) will be reviewed on annual basis based on the financial position of Touchstone and will only be awarded on this basis. Your pay/pay point will not automatically increase.

**BACKGROUND**

EMERGE Leeds provides a range of interventions for people with complex emotional and interpersonal difficulties (also referred to as “personality disorder”). The service is a partnership between the Third Sector, Community Mental Health Teams (CMHTs) in Leeds and Leeds Mental Wellbeing Service.

The EMERGE Leeds team is made up of a diverse group of practitioners including care coordinators, youth workers, psychological, occupational and creative therapists. Peer Support Workers (PSWs) within EMERGE Leeds have previous experience of using mental health services, and are employed to use those experiences to support others to support 18–25-year-olds accessing the young adult’s pathway.

The core working hours of the team are 9am – 5pm, however flexible working maybe required at times (8am-8pm) according to service need.

Although it is an occupational requirement for this role that the successful applicant is female., the post holder will be expected to also work with men as required.

**ROLE DESCRIPTION**

1. Provide support to young adults (18-25 years old) with complex emotional and interpersonal difficulties, to maximise personal independence, and recognising individual assets and strengths.
2. To establish respectful, sensitive, professional relationships with young adults, especially the needs of women.
3. With others, provide trauma informed care to young adults via the development of a safe, supportive and therapeutic relationship with a Care Coordinator and members of the wider multi-disciplinary team.
4. Provide care which is individually tailored to young adults needs, and considers social, occupational, educational, recreational, cultural and community-based issues.
5. The service will be sensitive to diversity and respond to young adults and carers considering their disability, gender, sexuality, ethnicity and cultural background.
6. With guidance, work closely with health and social care partners and third sector agencies, ensuring young adults’ needs are planned for in a coordinated way.
7. With others, provide a Secondary Care Service following the principles outlined in the Care Programme Approach (CPA), including joint working between community and third sector services to facilitate the provision of enhanced support and interventions.

**KEY RESPONSIBILITIES**

1. Develop and maintain positive and professional relationships with young adults, staff, and other agencies.
2. Provide emotional and practical support and advice to enable young adults improve their quality of life, develop their skills and make decisions about their future.
3. Contribute to a person-centred action plan co-productively with individual service users.
4. Carry a caseload of adult service users and support them through one-to-one interventions, groups and/or enabling them to take part in or lead peer-led groups.
5. Co-facilitate interventions in established groups which protect and improve mental health in young adults.
6. Encourage and motivate young adults to engage with staff and other agencies and engage in meaningful activity, accompanying them to external appointments where appropriate
7. Maintain accurate records of work undertaken with young adults around their support, and any other records as required by the EMERGE Leeds Team.
8. To contribute to risk assessments, and work within relevant risk, safety and safeguarding guidelines.
9. Communicate sensitively, accurately and effectively with all parties, and access additional services where required e.g. arranging translation services, communication aids, visual aids.
10. To support and empower young adults to identify, choose and develop service user-owned recovery/ wellbeing/ personal plans, crisis plans where they wish to do so.
11. To support young adults in building strengths/ assets/ goal setting and setting of advanced directives as part of those plans, where they wish to do so.
12. To make full use of supervision, peer support and other support as necessary in order to remain well and safe in the role, and support people with potentially difficult and distressing issues.
13. To work within the PSW Principles and Touchstone and LYPFT guidance on boundaries and sharing lived experience.
14. To promote the physical health and wellbeing for service users by facilitating and supporting access to relevant screening and information around medication, diet, nutrition, female hygiene, exercise, sensible drinking and smoking cessation.
15. To work individually with young adults and contribute to group work as required (and according to service user need).

**GENERAL**

1. Attend a full induction programme consisting of development and wellbeing planning, goal setting, shadowing, and an introductory peer support training course.
2. Be responsible for personal learning and development and undertake appropriate training, both mandatory and optional to increase knowledge, skills and awareness.
3. Attend regular support sessions, reflective practice, supervision and performance reviews with the Peer Support Coordinator, in line with the organisation’s performance management policies and procedures.
4. Work at all times as part of a team, including working with other staff, attending team and staff meetings and developing a teamwork approach to all aspects of the role.
5. The service (admin) base is located at Poplar House, St. Mary’s Hospital, however agile/ hybrid working is expected, which will include a combination of working from home, at our city centre base for service users (Leeds Bridge House) and various locations across the city dependent on service user need.
6. Be aware of and employ the general practices of Touchstone and LYPFT Health and Safety and Safeguarding Policies and ensure these are adhered to at all times
7. To implement the Organisation’s policies, procedures and practices and, to always comply with the aims of Touchstone and LYPFT and to be committed to and implement Touchstone’s Equal Opportunities Policy and to promote this with staff.
8. Ensure information is dealt with in accordance with Touchstone and LYPFT policies around confidentiality, communications, internet, e-mail and telecommunications, and steps are taken to ensure that confidential information is secure e.g. service user data.
9. To ensure that Data Protection, Health & Safety, Complaints Handling and Corporate Governance requirements are met.
10. Keep the Peer Support Coordinator and relevant EMERGE Leeds staff informed about any serious and untoward incidents, safeguarding, health and safety, and/or financial issues.
11. Undertake any other duties as directed by the Peer Support Coordinator and EMERGE Leeds staff in line with the responsibilities of the post.

April 2025