

Referrals Coordinator - Two Positions Available (Hastings based)

Will consider one full time post or two part-time 22.5 hours per week

(to be worked between Monday to Friday 9.00-5.30)

£26,000 FTE



Eggtooth is a not-for-profit social enterprise based in Hastings, East Sussex. For over ten years we have offered creative, therapeutic activities for young people, children, families and adults in our local community.

We launched our mental health service in 2019 and have since supported hundreds of clients in fostering their resilience and improving their well-being. We pride ourselves in offering a bespoke, person-centred mental health service, where our priority is creating tailored provision to suit the client's individual needs.

Due to the demand for our service from individuals, statutory services and schools, we are seeking Referral Coordinators to expand our coordination team. The successful candidate/s will have a good understanding of multi-agency working and professional experience working in social care, education and/or mental health.

Responsibilities/Main duties will include:

Coordinating the referrals process from start to finish.

Assessing new referrals for risk, and determining the right level and nature of support for each individual.

Matching clients with the practitioners best placed to serve their therapeutic needs

Liaising with parents/carers, clients, practitioners, statutory services and schools

Administrative duties include scheduling, filing and maintaining records ensuring confidentiality and adhering to data protection regulations.

Establishing and maintaining effective relationships with contracted service partners.

The following are essential:

Have a good understanding of multi-agency working and experience working in social care, education and/or mental health

Experience or a strong desire to work creatively and consider each client on a case-by-case basis

Experience working with safeguarding procedures

Experience working as part of a team

Ability to work flexibly (from home and at our office in Hastings Town Centre)

The following are desirable:

Psychotherapy or counselling qualification

Experience working with children/families

Experience working for a Not for Profit organisation

The Eggtooth Project

First Floor, 20 Wellington Square, Hastings, East Sussex TN34 1PB

info@eggtooth.org.uk

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Lived experience working with marginalised and vulnerable young people and families.

At Eggtooth, we warmly embrace diversity, inclusion, and equal opportunity within our workplace. We deeply appreciate the wealth of perspectives and experiences that individuals from diverse backgrounds offer to our team. We wholeheartedly encourage applications from candidates of every race, ethnicity, religion, gender, sexual orientation, ability, and age.

For more information about the above role please feel free to contact our recruitment team via email recruitment@eggtooth.org.uk As always, if you would like to have an informal chat with a member of the Eggtooth team, feel free to pop into The Nest any Monday or Friday between 10am-4pm.

If you would like to discuss access requirements for the application including large print or video applications email tash@eggtooth.org.uk

At Eggtooth, we believe everyone is responsible for promoting the welfare of all children, young people and vulnerable adults, to keep them safe and practise in a way that protects them. We are dedicated to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are suitable for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable:

- References
- Enhanced DBS check
- Barred list checks
- Overseas criminal records check
- Identity check
- Right to work in the UK
- Evidence of qualifications relevant to the role
- Confirmation of registration with the applicable registered body where appropriate

If you are interested in applying for this role please contact recruitment@eggtooth.org.uk for the application pack.

Closing date: 25/03/2024

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