

Job Description

Job Title	Wellbeing Worker X 2 (see Contract Hours).
Salary Scale	SCP Scale Points 12 -17 (£21,589 – £23,836) pro rata per annum.
Location	Office Base Henton House Abergavenny working across Monmouthshire at various venues (also temporarily home based subject to Covid19 restrictions).
Contract Hours	One post 37 hrs per week fixed term for 1 year till October 2021 (subject to further funding). One post 24hrs per week fixed term till March 2022.
Responsible to	Recovery and Wellbeing Project Lead.
Expenses	Expenses incurred in carrying out the duties of the post will be reimbursed including travel to work places other than your primary workplace.

Job Purpose

To provide a variety of Community Wellbeing services for adults with mental health problems or at risk of developing mental health problems that enable them to:

- be independent
- be healthy and active
- be happy and do the things that make them happy
- contribute towards their social life and be with the people that they choose
- feel valued in society
- learn and develop to their full potential
- engage and make a contribution in their community
- contribute to, and enjoy safe and healthy relationships

To facilitate individual and group work sessions in the community to build resilience, promote recovery and self-help.

These activities will be delivered by a variety of means including zoom, face to face, telephone etc and will adapt and respond to Covid 19 and service delivery needs.

Key Accountabilities

Service User Support	Develop, facilitate and provide community wellbeing activities and services, to meet the needs of adults with mental health problems or those at risk of developing mental health problems. This will include the following:
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	<ul style="list-style-type: none"> • Develop and deliver (facilitation) of peer support/ open access groups focusing on building resilience, increasing personal coping strategies, promoting self-help and social connections. This may include for example: walking groups, holistic creative groups or themed wellbeing sessions. • Delivery and facilitation of a suite of self-management courses and wellbeing groups based on psychoeducational approaches. This will include Anxiety and Depression Management, Confidence Building, Understanding Anger and Confidence Building. • Delivery and facilitation of targeted self-management courses and wellbeing activities for individuals over the age of 50 years and specific demographic groups (responding to local need and opportunities). • Support individuals to access community-based activities according to need. • Well-being checks with individuals. • Support for people to develop and learn new skills to help them live independently. • Deliver and create opportunities for participation and co-production with service users.
Working with Others	<p>Work in conjunction with local partners to identify opportunities for extending and enhancing delivery in order to target specific groups of people or emerging needs.</p> <p>Develop effective working relationships with community groups, statutory agencies and other organisations promoting services and responding to need.</p> <p>Provide information requested by internal and external stakeholders accurately and on time.</p> <p>Liaise with other service providers, both statutory and non-statutory, to ensure individuals can access and use all appropriate services to meet their needs.</p> <p>Actively and positively promote the work of Mind Monmouthshire to relevant local agencies and the community of Monmouthshire.</p>
Administration	<p>Respond to enquiries, emails and telephone calls from individuals and or referral agencies and undertake the administration of referrals.</p> <p>Promote wellbeing activities and services, including the design of appropriate publicity and information.</p> <p>Manage and update data base recording systems, in accordance with established procedures and maintaining accurate case notes.</p> <p>Maintain statistical information both quantitative and qualitative to measure and evidence outcomes and impact.</p> <p>In conjunction with the Recovery and Wellbeing Lead provide contractual outcomes information as required by funders.</p>
Health and Safety	<p>Work in accordance with Mind Monmouthshire's health and safety policy and procedure, acting to ensure own safety and that of individuals.</p>

Safeguarding	<p>Ensure that vulnerable individuals are safeguarded from abuse and that all relevant procedures are followed as appropriate.</p> <p>Ensure that individuals are treated with dignity and respect.</p> <p>Ensure that individuals are listened to, communicated with and consulted in regard to service delivery.</p>
Equality and Diversity	<p>Ensure that equality and diversity is promoted and championed in all aspects of service delivery and in accordance with Mind Monmouthshire policy and procedure.</p>
General	<p>The post holder will be expected to:</p> <ul style="list-style-type: none"> • Maintain confidentiality at all times and in accordance with Mind Monmouthshire policies and procedures. • Participate in individual performance reviews and 1 to 1 meetings, and respond to agreed objectives. • Attend and be an active participant in team meetings, team training and other internal meetings etc. • Attend external meetings, forums, conferences, training, etc as required by Mind Monmouthshire. • Be aware of professional standards expected in the service, in terms of holistic person-centred delivery, required ongoing personal and professional development. • Take responsibility for ensuring that legal obligations regarding information which is processed for both service users and staff is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Mind Monmouthshire's policies. • Undertake other duties, which are commensurate with the salary, skills, knowledge and experience of the post, as and when required by senior management, the Chief Executive or Chair of the Board. • At all times deliver the service in line with and adhere to the policies and procedures of Mind Monmouthshire. • To uphold the values of Mind Monmouthshire and be a champion for Mind Monmouthshire.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job. The second column indicates whether the characteristic is essential (E) or desirable (D).

Description of Requirements	Essential/ Desirable	How Tested
Experience		Application/ Interview
<ol style="list-style-type: none"> 1. Demonstrable experience of providing Community Wellbeing Services including: <ul style="list-style-type: none"> • Open access/drop in facilities • Support for citizens to access community-based activities • Well-being checks • Peer support to support citizens to attend activities or health appointments etc • Self-management courses • User involvement and participation 2. Experience of working on a one to one and group basis using a variety of approaches and models, such as motivational interviewing or five ways to wellbeing. 3. Experience of working with people with mental health issues and vulnerable adults. 4. Experience in an office environment, including use of information technology, email, spreadsheets and databases. 5. Experience of working with and supervising volunteers. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	
Skills/Abilities		Application/ Interview
<ol style="list-style-type: none"> 6. Ability to work with people with mental health issues. 7. Ability to communicate effectively, orally, in writing, and through presentations, to a high standard with a diverse range of individuals, groups and audiences at different levels of understanding and ability. 8. Ability to network and build effective working relationships with colleagues and with statutory and third sector organisations. 9. Ability to work on own initiative within established guidelines and procedures. 10. Ability to organise and prioritise own workload effectively to meet job objectives. 11. Ability to work with and advise vulnerable service users in a way that promotes their rights, dignity and independence. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	

12. Ability to identify when discrimination is taking place in service delivery or in the work-place and take appropriate action where discrimination is identified.	E	
13. A demonstrable commitment to equality of opportunity and a positive approach to diversity.	E	
14. Commitment to working alongside users/survivors/volunteers as colleagues.	E	
Specialist Knowledge		Application/ Interview
15. Experience and knowledge to deliver psychoeducational/ resilience sessions.	E	
16. Experience and knowledge to develop, design and produce wellbeing sessions and materials appropriate to different individuals.	E	
17. Working knowledge of Cognitive Behavioural Therapy (CBT) in relation psychoeducation and self-help.	D	
18. Ability to deliver wellbeing sessions remotely via Zoom or willingness to learn	D	
Education & Training		Application
19. Relevant training to the role such as mental health, group work, and/or community development.	E	
20. Cognitive Behavioural Therapy (CBT) Qualification.	D	
Other Requirements		Application/ Interview
21. Willingness to be flexible in meeting the needs of people with mental health issues and the needs of Mind Monmouthshire as appropriate to the role.	E	
22. A commitment to the ethos and values of Mind and Mind Monmouthshire.	E	
23. A clean driving license and access to a roadworthy car.	E	
24. Any other duties appropriate to the role as directed by a manager.	E	
25. Ability to speak Welsh.	D	

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Disclosure and Barring Service Check

Because of the nature of this job, it will be necessary for the appropriate level of disclosure and barring check to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1985. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.
