



## **JOB DESCRIPTION**

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| <b>Title:</b>                         | <b>Mental Health Wellbeing Navigator (Mendip)</b>   |
| <b>Salary Scale:</b>                  | £20,766, up to 3% matched pension   |
| <b>Hours:</b>                         | Full-time, 35 hours per week  |
| <b>Contract:</b>                      | Renewable two-year fixed term, starting 1 December 2017   |
| <b>Report To:</b>                     | Chief Executive, Mendip Mind  |
| <b>Place of Work:</b>                 | Yeovil (office-based) and throughout Mendip (home visits)   |
| <b>Closing Date for Applications:</b> | 19 November 2017  |
| <b>Application Process:</b>           | CV and covering letter to <a href="mailto:alexander.priest@southsomersetmind.co.uk">alexander.priest@southsomersetmind.co.uk</a> or Mendip Mind, Unit 4, Yeovil Small Business Centre, Yeovil, BA22 8WA |

### **Context and Main Objectives of Post**

#### **Provision of Mental Health Services in Somerset: Community Outcomes Based Preventative & Enablement Support Services**

The vision for this service is to enable people with emotional and mental health and wellbeing needs to aspire towards and achieve their own personal goals. It will promote the principles of social inclusion, prevention, recovery/enablement and independence. It will be based upon the starting premise that everyone has the right to access their local community and public services, whilst acknowledging that there are often barriers and challenges that need to be addressed to ensure this is possible.

The Service will provide seamless, person-centred support in communities to improve the mental health and wellbeing of people across the county and will help to prevent entry into more acute health and social care settings. In addition, negative outcomes associated with poor mental health will be prevented or reduced.

#### **Key work areas and tasks:**

**Wellbeing Navigators, enabling individuals to be independent, connected and active in their communities. Working flexibly to provide evening or weekend contact as required.**

- enable people to improve/maintain their mental wellbeing;
- enable people to access support with recovery planning;
- enable people to socialise and form relationships;
- enable people to have access to a wide variety of activities and learning/ training opportunities (incl. opportunities to access outdoor space, fresh air and exercise);
- enable people to have access to volunteering and work experience opportunities as a stepping stone to returning to work;
- enable people to access information and signposting to other areas of support;
- enable people to manage their daily living e.g. debt management, budgeting, health and wellbeing, maintaining tenancy, maintaining nutrition;
- enable people to access professional services e.g. in relation to counselling;
- enable people to access advice, guidance and practical support in relation to all of the above.

## **Project**

- Follow up referrals and instructions as per the guidance of the Compass Disability Referrals co-ordinator.
- Attend supervision, case management and steering group meetings as required.
- Monitor progress against the project plan on an ongoing basis and provide reports on agreed objectives to the project steering group.
- Collect, input and collate project monitoring and evaluation data into the Charity Log database.

## **Marketing and Relationship Building**

- Support the implementation of a communications plan for the project.
- Establish, develop and maintain a range of partnerships to reach clients and gain support for the project via community outreach.
- Develop literature to promote the project and carry out other marketing activities such as writing press releases or delivering presentations, if required.
- Attend relevant external meetings.
- Assist in developing relationships with other partner agencies.

## **Professional development**

- Identify and implement plans for own training and development needs.
- Keep up to date with current mental health support thinking, available training materials and other resources.
- Reflect on effectiveness of learning activities delivered and review training practice.
- Prepare for and attend supervision sessions / team meetings / staff meetings as appropriate.

## **Other duties and responsibilities**

- Uphold the aims and principles of Mind TWS & partner agencies and its equal opportunities policies.
- Establish and maintain effective and efficient administration systems for the delivery of the project.
- Use IT for statistical recording, record keeping and document production.
- Carry out administrative tasks related to the job.
- Participate fully in the life of Mind TWS, attending workers meetings, internal planning events etc. as agreed with line manager.
- Support other work as required (e.g. providing referrals for advice appointments where appropriate).
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
  - Carry out any other appropriate tasks requested by the manager, to ensure the effective delivery and development of the service.

## **PERSON SPECIFICATION**

### **Education/ Training**

- Degree or equivalent or demonstrable knowledge of mental health support work

### **Experience**

Three years' experience (within the last 5 years) of:

- Mental health and wellbeing community outreach work
- Knowledge & experience of mental health support in the community
- Ordered approach to casework and an ability and willingness to follow and develop agreed procedures.
- Excellent interpersonal, communication and presentation skills
- Ability to collect, analyse and present project data and monitor progress against objectives.
- Experience of establishing and developing partnerships with other agencies and joint working.
- Ability to sensitively empower and engage with adults who have poor wellbeing and other health related needs.
- An ability and willingness to work both on own initiative and as part of a team.
- Ability to self-motivate and organise a diverse workload.
- Ability to use IT applications to record statistics, produce documents and training materials and keep accurate project records.
- Understanding of and commitment to the aims and principles of Mind and the partner agencies and their equal opportunities policies.