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| Job Description  |
| **Job Title: Young Minds & Wellbeing Coordinator**  | **Grade/Pay Scale: £20,102.12** |
| **Reports to:** Swindon Manager  | **Hours:** 32 hoursThis is a fixed term post until December 2022 |
| **Location:** Sanford House, Swindon & in the community | **Wellbeing Team**  |
| **Job Purpose:** * To coordinate support for young people by attending CAMHS transition meetings, CPA meetings with young people and their families, providing step down appointments for young people to build on their skills in the community
* To lead on the Young Mind’s group
* To provide 121 support for young people
* To support people to develop Five Ways to Wellbeing Plans with service users
* To deliver training – 5 Ways to Wellbeing Schools Programme
* To support people to develop Wellness Recovery Action Plans (WRAPS)
* To monitor Wellbeing Plans and progress at agreed timescales, to re assess wellbeing plans and provide additional support when needed
* To refer, signpost and support service users to the most appropriate services, within Swindon Mind, with mental health service providers and community resources
* To monitor Five Ways to Wellbeing Plans at agreed timescales
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| **Key Accountabilities:****Young People & Wellbeing**1. To link in with existing mental health provision for young people and their families (CAMHS), as well as linking with other local organizations/agencies who work with young people e.g. colleges
2. Promote support for young people and how to access this
3. To attend CAMHS transition panel meetings to review support for a young person and relevant pathway of support
4. To attend CPA meetings via CAMHS to support young people and their family to transition to Step Down support provided by SG MIND
5. To provide Step Down appointments (appointments can be outreach in the community) for up to 12 months per young person.
6. To lead on the Young Minds group – promoting the session externally, organizing the programme of sessions and encouraging young people involved to be involved with the setup of the session plans.
7. To develop other Young Persons groups within Mind Time by working closely with the Community Wellbeing Coordinator.
8. To encourage Young Persons to become Young Mind Champions within the organization
9. To deliver our 5 Ways to Wellbeing Programme in schools – working with young people and using a variety of training and facilitation methods tailored to the needs of different groups.
10. To work closely with local authority care leavers team to ensure a joined-up approach to supporting young people's mental health.
11. To effectively record and evidence outcomes achieved by young people.
12. To provide social media content on CYP to the Business Coordinator.
13. To attend meetings when required in relation to CYP.

**Wellbeing Coordination**1. To arrange 121 wellbeing appointments with people assigned for wellbeing support
2. To support individuals to develop wellbeing plans based on the 5 Ways to Wellbeing
3. To provide 121 wellbeing support for young people self referring into the wellbeing service.
4. To meet a number of wellbeing plans set as monthly targets by manager.
5. To meet a number of WRAP plans set as monthly targets by manager.
6. To meet a number of reviews set as monthly targets by manager.
7. To provide 8-week review appointments to people and follow up calls in between reviews.
8. To manage own case load of wellbeing coordination.
9. To promote resilience by supporting individuals to develop and maintain their own recovery plans
10. To identify where an individual wants to gain, retain employment at earliest opportunity and support them.
11. To monitor individual Wellbeing Plans and provide additional support when needed.
12. To provide wellbeing step down support for adults being discharged from secondary mental health services.

**Monitoring & Evaluation**1. To collect relevant information in line with management expectation to capture, track and monitor performance
2. Maintain accurate, confidential records of individual activity, writing reports and letters, utilising electronic record and other systems available within Swindon & Gloucestershire Mind
3. Report and record within agreed timeframes, all activity relating to information reporting and performance requirements
4. To use the database system daily, updating service users files and recording 121 session notes and outcomes
5. To provide timely reporting and monitoring for reporting to stakeholders and commissioners

**Support & Advice** 1. Provide up to date information, signposting and referral
2. To refer, signpost and support individuals to the most appropriate services, within Swindon & Gloucestershire Mind, with mental health service providers and community resources

**General Duties**1. Effectively build hope inspiring relationships which acknowledge the personal journey of each person, and focus on strengths and aspirations to allow the creation of meaningful personal recovery plans
2. Work collaboratively and sensitively with individuals, with a range of mental health needs to develop skills to manage their own health, in accordance with their personal recovery plan
3. Promote the rights of individuals by recognising differences and acting in accordance with the relevant legislation
4. Monitor and maintain health, safety and security of self and others, taking appropriate action where required
5. To undertake general admin duties (e.g. answering the telephone) whilst in the office.
6. To cover Mind Time sessions on occasions when cover is required
7. To deliver workshops when required
8. To support other areas of work and undertake other duties at Swindon & Gloucestershire Mind when needed

**Training and support** * You will receive a full induction to Swindon & Gloucestershire Mind, your job role and working environment.
* You will have a line manager and receive supervision.
* You will be provided with training to enable you to do your job effectively
* Where possible and relevant to your job, we will support you to further your learning and development.

The role will involve flexible working covering some evenings and weekends. |
| **Knowledge/Experience/Skills:****Essential*** Relevant experience of working in any health, social care environment (minimum of 6 months experience)
* Demonstrable knowledge and experience of working with people with mental health problems
* Able to articulate a clear knowledge of policy and legislative frameworks within which mental health services are delivered.
* Demonstrates a good understanding of recovery principles and the role of mental health services in the delivery of care
* Demonstrate well-developed listening skills and effective verbal communication skills, such as being able to engage appropriately with service users, carers, colleagues, statutory and voluntary agencies, both face to face and by telephone.
* Well-developed IT skills including competent use of Microsoft Office, and the use of electronic record keeping systems
* Demonstrates a willingness to embrace new technology and processes
* Demonstrate well developed written communication skills, with the ability to produce letters, written reports, maintain accurate records and record required statistical information
* Able to support, coach and empower people with their Wellbeing Planning
* Willingness to support people with a range of needs to meet their recovery goals
* Understanding of the issues and concerns of individuals with mental health needs
* Knowledge and commitment to service users’ rights
* Understanding of the impact of stigma and discrimination
* Knowledge of local policies in respect of safeguarding
* Able to demonstrate a broad understanding of the concept of confidentiality
* Willingness to take part in activities which support team working
* Able to demonstrate an appreciation of equal opportunities/diversity issues
* Able to manage stress and to plan and prioritise workload

**Desirable*** Experience of working with children and young people
* Experience of delivering training/teaching individuals or groups
* Experience of working with people with learning disabilities and autism
* Knowledge of the benefits systems
* Able and willing to reflect on work practice and be open to constructive feedback
* Able to work in an enabling and creative way
* Able to carry out practical tasks
* High level of self-awareness – ability to critically appraise own performance
* Critical thinker
* To be able to maintain a flexible working pattern
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| **Review**These duties are intended to be a guide to the post and should not be considered exhaustive. It is subject to review, depending on the needs of Swindon & Gloucestershire Mind. The post holder will be encouraged to participate in any such review. **Probationary Period** New employees will be subject to a six-month probationary period and will be subject to an enhanced DBS check |