

Job Description Wellbeing Practitioner (CSF)

Job Details

Job Title:	Wellbeing Practitioner
Hours:	17.5 hours or 35 hours per week (<i>flexible</i>)
Salary:	£27,000 (<i>pro rata</i>)
Location:	Swindon
Reports to:	Service Manager

Background

We are part of the Third Sector Alliance. Across Bath & Northeast Somerset (B) Swindon (Swindon) & Wiltshire (W), BSW, the four signed partners for Third Sector are:

- Swindon and Gloucestershire Mind (Swindon)
- Bath Mind (B&NES)
- Rethink Mental Illness (Wiltshire)
- Alabaré Christian Care and Support (Wiltshire)

As part of the national Community Services Mental Health Framework (CSF) we are working across the sector together with Avon and Wiltshire Mental Health Partnership NHS Trust and Oxford Health Foundation NHS Trust to provide accessible, responsive, and inclusive mental health support across the local area. This system-wide transformation will redesign how community mental health services are delivered and experienced, placing communities and individuals at the heart of what we do and how we do it.

The CSF will sit alongside and compliment those provided by primary and secondary care ensuring that by working together anybody who needs a service sees the right person at the right time, through a single point of entry. Together, we're making sure we're walking alongside people who need support every step of the way, making sure they are ok, making sure they're accessing relevant support and then thinking about their next steps. This delivers against the NHS's vision for mental health care and support through more local, community mental health services and how community services should offer whole-person, whole-population health approaches.

Job Purpose

What can you bring to the transformation?

If you are a proactive change-maker who enjoys big challenges and rewarding work, we can offer a collaborative, supportive working environment, and the opportunity to be at the heart of creating new systems of care and support which go beyond the job description.

The **Wellbeing Practitioner** role is an exciting opportunity work as part of a new community-based service. These posts will be based in each area delivering a hybrid of community and remote support, working remotely with each other to scope and develop the model. The service is focused on supporting people from 16+ across community, primary and secondary care pathways.

Key Responsibilities

- Supervise Peer Support Workers and offer one-to-one support/debrief meetings when needed by the team.
- Promote the service by linking in with external agencies to build relationships and promote the service offer, coordinate referrals into the service, and liaise and network with relevant statutory and third sector organisations.
- Work with the person to identify their recovery pathway to move towards their goals, maintaining a person centred, flexible approach walking alongside the person, implementing interventions/safety plans.
- Work flexibly, in the community and remotely to meet the service needs, responding to referrals within in service timeframes.
- Ensure ICT systems and data recording systems are used appropriately in line with policies and procedures. Work with colleagues to ensure effective internal systems including but not limited to maintenance of records and GDPR compliance.
- Carry out work in accordance with policies and service procedures, current legislation and quality standards. Be prepared for, attend, and engage in staff meetings, supervision, appraisal and training as agreed with your line manager.

General Responsibilities

The following are applicable to all employees and posts:

Confidentiality

- Ensure accurate and detailed records are kept and to comply with data protection procedures.
- Work with colleagues to ensure effective internal systems including but not limited to maintenance of records and GDPR compliance.

Data Quality

- General administrative duties to include data collection, monitoring and reporting outcomes.
- Ensure ICT systems and data recording systems are used appropriately in line with the organisation's policies and procedures.
- Use 'Views' database system or an alternative data software (as appropriate) to capture, track and monitor performance.

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Health and Safety

- Ensure compliance with legal and health and safety regulations, such as the organisation's health and safety policy and procedure.

Marketing and Networking

- To liaise and network with relevant statutory and third sector organisations.
- To promote the service to high-risk groups by linking in with external agencies to build relationships and promote the service offer.
- Promote the organisation to the local community and other organisations.

Policy and Procedure

- To maintain up to date knowledge of legislation, national and local policies.
- To carry out work in accordance with the organisations policies and procedures, current legislation and quality standards.
- To keep up to date with the organisations policies and procedures.

Professional and Personal Development

- Be part of a team that builds and sustains a positive, dynamic can-do culture, making the organisation a great place to spend time.
- Attend and contribute to regular team meetings to maintain effective communication and awareness of progress and development within the organisation and in mental health services in general.
- Be prepared for, attend, and engage in staff meetings, supervision, appraisal and training as agreed with the wider organisation and your line manager.
- To work closely with the Management and Senior Leadership Team (SLT).

Service Delivery

- To promote the 5 Ways to Wellbeing Model as part of the organisation's support offer.
- To utilise the use of the UK Mental Health Triage Scale (UK MHTS) when completing risk assessments for people being supported.

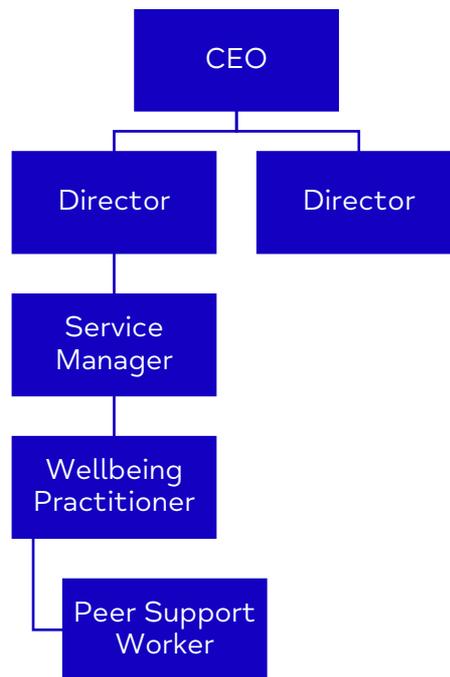
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Person Specification

Our duty to quality means we need a workforce that have the mandatory skills, knowledge and attitudes, in which we can continuously adapt to improve service delivery to meet the challenges and changes faced.

Experience	Essential (E) or Desirable (D)
Experience and knowledge of working within mental health, supporting individuals experiencing a range of mental health problems and meeting their individual needs, possibly with training in an allied field such as counselling, mediation, advocacy or social work.	E
A good understanding of recovery principles and the role of mental health services in the delivery of care.	E
Experience supervising a team and a willingness to take part in activities which support team working across geographical and organisational boundaries.	E
Skills and Abilities	
An understanding of a range of skills and interventions linked to wellbeing and recovery practice e.g., counselling, community signposting etc and their role in supporting recovery and resilience.	E
Well-developed listening skills and effective verbal communication skills, such as being able to engage appropriately with people, carers, colleagues, statutory and voluntary agencies, both face to face and by telephone.	E
Well-developed written communication skills, with the ability to produce letters, written reports, maintain accurate records and record required statistical information.	E
Attitudes	
A knowledge and commitment to confidentiality, and equal opportunity/diversity issues for people who access the service.	E
A commitment to the participation of people accessing our services in decision-making processes.	E
A commitment to ongoing personal development and training.	E
General	
An ability to travel to venues across Swindon and Gloucestershire.	E
Must have access to a vehicle as means of transport.	E
Must have access to a vehicle as means of transport.	E

Organisational Chart*



Organisational Values

Swindon and Gloucestershire Mind have a set of values, vision and mission all of which feeds into the organisation's behavioural framework.

Our Values:

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Our Vision:

Creating services where people are recognised, valued and supported.

Our Mission:

Provide advice and support to empower anyone experiencing a mental health problem.

We are seeking someone who will lead by example, demonstrating the organisation's behavioural framework:

- Trust and Respect
- Communication
- Responsibility
- Collaboration
- Excellence
- Leadership

Training and Support

We see training and development as an essential investment in its own future and recognise that carefully planned and well delivered training and development increases efficiency and effectiveness at individual and service levels. All staff receive the following:

- **Annual Leave**
25 days plus 8 days bank holiday entitlement (pro rata for part time staff).
- **Flexible Working**
Part-time/full time hours available for this post, a combination of office-based, community outreach, remote working and adjustable shifts (if needed).
- **Group & Individual Supervision**
Personalised individual supervision with your line manager, including bi-monthly debrief meetings online or at alternating venues between Swindon and Gloucestershire.
- **Induction**
A full induction for your job role and working environment, this includes a specific training programme pending on your role and service area.
- **Learning & Development**
Ongoing investment in professional development, including accredited Continuous Professional Development (CPD) training and recognised mental health courses.
- **Pension Scheme**
A portable pension scheme provided by Aviva.
- **Work in your Local Community**
Join us and work closely with our external partners to help shape our organisation, contribute to our policies, strategies and future development and help those who are suffering with their mental health and wellbeing.

Further Information

These duties are intended to be a guide to the post* and should not be considered exhaustive. The role is subject to review, depending on the needs of Swindon and Gloucestershire Mind. The post holder will be encouraged to participate in any such review.

New employees will be subject to a six-month probationary period and will be subject to an enhanced Disclosure and Barring Service (DBS) check.

**Hours may change depending on the need i.e., covering absence, annual leave and sickness and will be reviewed regularly during supervision.*

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Conditions of Employment

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The safety and wellbeing of our workforce and people accessing our services is our priority, which is why it is now a condition of employment for anyone joining us that they have had the recommended coronavirus vaccine by the NHS.

To apply, please check our website:
<https://www.sgmind.org.uk/vacancies/>

For any enquiries or questions, please email:
recruitment@sgmind.org.uk