

Job Description: Mental Health Practitioner (Supported Self Help Service)

Hours:	0.8 FTE (30hrs) working hours between 0800 – 1800, usually Monday to Friday weekly – Days and Hours to be agreed with line manager
Contract:	Fixed Term for the first year with the option to extend there-after
Salary:	£20,671 pa (30 hours per week) pro-rata of £25,494 pa FTE
Reports to:	Lead Mental Health Practitioner
Location:	The office base for the role will be our Head Office at Derby West Business Centre, Ashbourne Road, Mackworth, Derby, however the role will also involve delivering support in community venues across Derby and Derbyshire as well as virtually via Microsoft Teams and or phone.
Confidentiality:	In the course of the work, the post holder may have knowledge of, or access to information which is confidential. It is essential that this confidentiality is always respected and that all work is carried out within the context of Derbyshire Mind's Confidentiality Policy.

Job Purpose

Supported Self Help is a 'guided self-help' programme developed by Mind, designed to meet the needs of people who are experiencing mild to moderate mental health problems. The role will involve working from various community venues within Derbyshire, delivering the Supported Self Help programme, working proactively with individuals to support them via a facilitated self-help approach.

Supported Self-Help is an early intervention service co-produced between national Mind and local Minds and informed by lived experience. This programme will be delivered across Derbyshire, solely by Derbyshire Mind and is funded by a National Lottery Grant, subject to achieving stated outcomes, for the next three years.

Main Duties and Responsibilities

- 1) To be responsible for a caseload of Supported Self Help clients.
- 2) To work with people to overcome early signs of mental health distress such as anxiety, depression, stress, and bereavement.
- 3) To follow a set programme, providing support via a facilitated self-help model, including signposting individuals to further support where required.
- 4) To delivery an effective service to meet set targets.

- 5) To establish positive client engagement and input, as well as being involved in promoting general aspects of wellbeing.
- 6) To support with trialling different approaches to service delivery, in a variety of locations, whilst ensuring the quality of the service is not compromised.
- 7) To build and maintain positive relationships with key partners, including referrers, community venues, local support services, other VCSE organisations, and local communities.
- 8) To keep abreast of treatments, therapies, policy, legislation, and local services relating to the Supported Self Help service and mental wellbeing.
- 9) To ensure that the Supported Self Help service is delivered in line with operational policies and procedures, including in relation to safeguarding, equal opportunities and health and safety.
- 10) To capture and record all required data on individuals being supported, in an accurate, timely manner. Ensuring all referrals go through the digital platform and to manage the Charity Log processes efficiently to draw down referrals.
- 11) To ensure service delivery meets organisational values and standards and is compliant with relevant regulatory frameworks (e.g., GDPR).
- 12) To attend programme workshops and meetings, contributing to the learning and development of the programme.
- 13) To carry out any other tasks as reasonably requested within the Supported Self Help Service, by their line manager, the Services Lead and/or any other senior manager of Derbyshire Mind.

Personal Development

1. To undergo any training relevant to the role either internally or externally, most importantly the supported self-help training provided by national Mind.
2. To actively participate in regular supervision sessions and team meetings.
3. To participate in Personal Development plans and to undertake training and development as identified within these discussions.

General

1. To always maintain a professional and confidential approach to work.
2. To work in line with Derbyshire Mind policies, procedures, codes, and guidance, including in relation to health and safety, confidentiality, safeguarding, data protection and equal opportunities.
3. To actively promote the aims and principles of Derbyshire Mind and take part in any Derbyshire Mind activities as directed.

4. To maintain the confidentiality of any information gained during employment with Derbyshire Mind.
5. The post holder will be required to travel across Derbyshire, and to be flexible in their approach to working from our office or home as appropriate/ required.
6. The post requires flexible working, which may include some evening or weekend work on occasion.

This job description may be subject to joint review from time to time between the post holder and Derbyshire Mind.

Derbyshire Mind's Vision and Values

Our Vision:

For everyone in Derbyshire to have good mental wellbeing and to live their best life.

Our Values:

WORKING TOGETHER:

We work alongside others for the greater good.

LEARNING TOGETHER:

We always aim to do things better.

EMPOWERING:

We support people to fulfil their potential.

RESPECTFUL:

We don't judge, we treat others as equals.

POSITIVE:

We are progressive and focus on solutions.

Person Specification: Mental Health Practitioner (Supported Self Help Service)

Key Criteria	Essential/ Desirable	Measured by S: Shortlisting I: Interview
Qualifications/Education		
1. Educated to a good standard and/or at least two years relevant working experience. English and Mathematics at GCSE Grade C or equivalent.	Essential	S
2. Level 3 qualification in Health & Social Care or equivalent.	Essential	S
Experience/Knowledge		
3. Experience of providing mental health/wellbeing services to clients.	Essential	S/I
4. Knowledge of common mental health presentations and of the issues relating to supporting people with a range of mental health and emotional wellbeing issues.	Essential	S/I
5. Experience of using social care skills working face to face with the public.	Essential	S/I
6. Experience of using a range of computer software packages and programmes, including Microsoft Office Word, Outlook, Excel, Teams, PowerPoint and SharePoint.	Essential	S
7. Experience using a Client Management System (CMS) such as Charity Log, Views or similar.	Desirable	S/I
8. Experience of using communication systems including email, internet, databases, and social media networks.	Essential	S
9. A good knowledge of safeguarding considerations, risk assessments and health and safety.	Essential	S/I
10. Personal experience of mental health problems.	Desirable	S/I
Skills and Abilities		
11. Able to assess clients for suitability and make appropriate onward signposting referrals when necessary.	Essential	S/I
12. Able to work effectively with clients with a broad range of issues.	Essential	S/I

13. Able to motivate people to engage in self-help activities.	Essential	S/I
14. Able to assess and manage client risk and safeguarding issues.	Essential	S/I
15. Able to accurately capture and record data.	Essential	S/I
16. Able to communicate, both verbally and in writing, in an effective and accessible way with clients, staff and external agencies or partners.	Essential	S/I
17. Excellent interpersonal skills and able to build strong working relationships with both internal and external stakeholders.	Essential	S/I
18. Able to prioritise and manage time effectively.	Essential	S/I
19. Able to work independently and operate with minimum supervision, seeking advice and support where appropriate.	Desirable	S/I
20. Able to work collaboratively as part of a team.	Essential	S/I
21. Able to manage professional boundaries, deal with sensitive information and maintain strict confidentiality both in and out of the workplace.	Essential	S/I
Attitude and Approach		
22. Awareness of, and commitment, to the principles of equality, equity, diversity and inclusion.	Essential	S/I
23. Self-motivated, enthusiastic and committed.	Essential	S/I
24. Personal resilience and flexible attitude in the face of difficulties, able to manage own wellbeing	Essential	S/I
25. Appreciation of, and a commitment to, working within the framework of Derbyshire Mind policies and procedures.	Essential	S/I

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