

Supported Self-Help Practitioner Role Description

Job Title:	Supported Self-Help Practitioner
Hours:	37.5 Hours Per week.
Contract:	Fixed term from 1 st April until 31 st March 2024
Responsible to:	Operations Manager
Based in:	Aberystwyth
Salary:	£23,000

Job Purpose

Supported self-help (previously known as Active Monitoring) is a psycho-educational programme designed to provide early intervention provision. With growing demands on Therapeutic Services resulting in increasing waiting lists, it is getting more difficult for people to access the help they need in time. This role will involve delivering Minds supported self-help programme, the service works with individuals through one of seven pathways to support early intervention via a facilitated self-help model.

Mission Statement

"Our mission is to be an organisation of excellence with an ever-changing and diverse range of activities and services that promotes psychological and physical well-being, stimulates recovery and leads to social inclusion within mainstream society."

Ethos

To ensure that the concepts of personalisation, recovery, psychological and physical well-being and social inclusion are present throughout the organisation. To carry these out in a manner that reflects our commitment to being a green and ethical company.

Key Functions

1. To manage a client caseload of supported self-help clients who are referred through the national programme.
2. To work with people experiencing mild to moderate mental health problems such as anxiety, depression and stress.
3. To follow the 6-week programme model and materials, including referring people to higher levels of intervention when required.

4. To manage all administration processes accurately and efficiently.
5. To deliver an effective service to meet set Service Level Agreement targets.
6. To work with National Mind to trial new systems to help improve referral processes for clients.
7. To attend workshops with other local Mind practitioners and National Mind.
8. To promote/publicise the service and establish positive customer engagement and input, as well as support clients experiencing digital poverty or issues with digital literacy with completing the referral process.
9. To maintain all required records of clients and data and adhere to GDPR regulations.
10. To work as part of the therapeutic team, the organisation wide team and independently within community settings.
11. To undergo any training relevant to the role either internally or externally.
12. To promote the concepts of social inclusion, early intervention, and recovery and to work within Mind's ethos and Mission Statement.
13. Keep abreast of treatments, therapies, policy, legislation and local services relating to wellbeing.
14. To participate in supervision and annual appraisal with the relevant manager and attend training as required.
15. To participate in clinical supervision with the clinical supervisor.
16. To assist in ensuring any incidents or disputes are dealt with promptly and fairly in line with Mind's policies and procedures and brought to the attention of management.
17. To carry out any other tasks as reasonably required by management.

Person Specification

Experience & Qualifications

1. Experience working with beneficiaries in the third sector.

2. Level 3 in Health & Social Care or equivalent

Knowledge

1. Knowledge of social care and the issues of supporting people with a range of mental health issues, including risk assessment.
2. Knowledge of the current trends in mental health provision including social inclusion, Monitoring and recovery.
3. Knowledge of the NICE guidelines namely their Stepped Care Model

Abilities

1. Ability to motivate people to engage in self-help activities.
2. Ability to offer various pathway options and promote client autonomy.
3. Ability to deliver the service as a standalone intervention and provide psycho-educational skills to enhance maintenance of wellbeing.
4. Ability to assess clients for suitability and make appropriate referrals when necessary.
5. Ability to identify and manage risk incidents.
6. Ability to work as part of a team and to work on own initiative.
7. Ability to liaise and communicate with colleagues, volunteers, external agencies and the public.
8. Ability to carry out a range of office tasks (telephone, word processing, taking bookings, report writing, using databases) accurately and without supervision.
9. Ability to work within Mind's policy and procedures.
10. Ability to promote the concepts of social inclusion, early intervention and recovery and to work within Mind's ethos and Mission Statement.
11. Ability to work flexibly to meet the demands of the service, both in terms of hours and role.