

**Mental Health Practitioner**

**Role Description**

**Job Title:** Mental Health Practitioner

**Hours:** 37.5

**Pay:** NJC Point 14: £23,953 pa

**Responsible to:** Services Manager

**Based:**  66 St Helens Road,

 Swansea, SA1 4BE

**Job Purpose**

To provide support for people with mental health problems face to face and by phone both one to one and in groups

This post is funded by the National Lottery Community Fund until end of November 2022.

**The key functions of this post are:**

**Specific**

1. To be responsible for a client caseload of clients attending the centre for help to build resilience.
2. To work with people to overcome early signs of mental health distress such as anxiety, depression and stress
3. To deliver the self help groups service and where necessary signpost/actively refer to other services
4. To be the first point of call for new service users.
5. To accurately and efficiently manage all administration processes
6. To deliver an effective service to meet set targets.
7. To promote/publicise the service and establish positive engagement and input, as well as being involved in promoting general aspects of well-being.
8. To maintain all required records of clients to support the running of this project.
9. To work as part of the therapeutic team, the organisation wide team and independently within community settings
10. To build and maintain positive relationships with key partner agencies
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 ensure this underpins the direction of well-being centre activities.
13. To ensure services within the well-being centre reflect a commitment to Equal Opportunities and integration and follow all policies and procedures.
14. Keep abreast of treatments, therapies, policy, legislation and local services relating to well-being.
15. Work as part of the team including helping to cover across the organisation’s duties, within training and experience limitations.
16. To participate in supervision and annual appraisal with management and attend training as required.
17. To assist in ensuring any incidents or disputes are dealt with promptly and fairly in line with Swansea Mind’s policies and procedures and brought to the attention of management.
18. To carry out any other tasks as reasonably required by management.

**Person Specification**

**Essential**

**Experience & Qualifications**

1. 12 months experience of using social care skills working face to face with the public, some of whom may present as emotionally upset or angry from time to time.
2. 6 months of providing mental health/wellbeing services

**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.

**Abilities**

1. Ability to motivate people to engage in self-help activities, both one to one and in groups.
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 Swansea Mind’s policy and procedures.
10. Ability to promote the concepts of social inclusion, early intervention and recovery.
11. Ability to assist with promotion of services.
12. Ability to work flexibly to meet the demands of the service, both in terms of hours and role, including occasional evening and weekend working.

Desirable

1. The ability to communicate in Welsh, both orally and in writing.
2. Experience of working with women in the peri-natal period.