### *https://lh6.googleusercontent.com/swZ_2R9I1w8Az4Fm-MRBvox6mSGutWpKZfxnm8_8Vde2gX2atkRI_5zf_bwis8ynVqQSqSZuS3EgocKHdToU_IaLkSWn2IpDR6DsW1VMiZctdF0b1uGwAnx76QdMECaUjVTWxf4a=s1600*

**Job Description**

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| **Job title** | Young Person’s Active Monitoring Practitioner |
| **Reporting to** | Services Manager |
| **Salary** | £23,484 pa pro rata |
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| **Hours of work** | 21 hours a week |
| **Located at** | Swansea Mind, 66 St Helens Road, Swansea, SA1 4BE |
| **Type of contract** | 1 year with continuation funding being sought |

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**Purpose of the job**

This role will be involved in the delivery of an early intervention, facilitated self-help service, for children and young people, across comprehensive schools in Swansea.

**Scope of the job**

The successful candidate will be working with Children and Young people from aged 11 to 18 delivering a range of prevention and early intervention activities within comprehensive schools. The activities will consist of providing mental health awareness sessions via offering facilitated self-help provision to individuals. Based at Swansea Mind but will be working at multiple locations around Swansea.

**Key responsibilities**

**Job specific responsibilities**

1. To provide and effectively deliver a facilitated self-help service and drop-in provision to be based within comprehensive schools across Swansea.
2. To carry a case load of clients (children and young people) and to effectively manage all client contact (DNAs, appointment reminders, etc.).
3. To work closely with the Service Manager in relation to managing a client caseload.
4. To ensure all elements of the grant agreement, including data collection criteria, are met, alongside individual Key Performance Indicators (KPIs) e.g. attendance and recovery rates.
5. Accepting without bias, the issues raised by children/young people.
6. Helping young people to make decisions and choices regarding possible ways forward e.g. referring clients to other sources of help as appropriate, informing school of engagement with service.
7. To work with clients for a maximum of five sessions based on facilitated self-help.
8. Manage waiting lists for each setting.
9. With support of Service Manager, manage any feedback or issues/complaints.
10. To ensure that all client paperwork, including outcome monitoring forms, are accurately completed in order to evaluate the service and report back outcomes to funders.
11. To develop and evolve this role to meet the service specification requirements.
12. To promote/publicise the service and establish positive engagement from children and young people, as well as being involved in promoting general aspects of wellbeing.
13. To develop and maintain positive relationships with staff to promote the service and to encourage referrals.
14. To travel throughout Swansea on a daily basis, visiting venues, schools, and community venues.
15. To undertake these duties within a framework that recognises the diversity of clients and encourages equal opportunity for all.
16. To promote and implement Swansea Mind’s policies.
17. To participate in supervision, appraisal procedures and training as agreed or directed.
18. To deliver all aspects of this role under the direction of the Service Manager.
19. To undertake such other duties as would be reasonably required for a post of this level of responsibility, as directed by the Service Manager/Team Leader or Senior Management Team of Swansea Mind.

**Expectations**

1. To promote the concepts of wellbeing, early intervention and community engagement, ensuring that these underpin the direction of the organisation’s activities.

2. Assist in using and completing any office and team related information recording system.

3. Assist in information gathering, monitoring and evaluating processes.

4. Assist in undertaking talks and presentations, attend events and open days, produce publicity materials and update the website.

5. Assist in networking with other agencies to forge effective partnership work that is mutually beneficial.

**Person specification**

**Essential criteria**

**Experience**

1. A minimum of 12 months experience of working with children and young people.
2. A minimum of 12 months experience of working in a mental health setting.
3. Experience of undertaking monitoring and evaluation.
4. Experience of delivering services and getting relevant outcomes.

**Skills**

1. Excellent team working skills and ability to work well as part of a diverse and dispersed team.
2. Excellent project management skills, with a track record of delivering excellent performance against agreed targets, objectives and deadlines.
3. Excellent relationship management skills, including internal and external stakeholders.
4. Excellent facilitation skills and experience of facilitating workshops with a diverse audience and with service users or people with lived experience of mental health.

**Knowledge**

1. Working knowledge of the CAMHS framework.
2. Working knowledge of common mental health problems e.g. stress, anxiety, depression and potential issues that children/young people may bring.
3. Working knowledge of NICE guidelines in the treatments of mental health problems for children and young people.
4. Working knowledge of child and adult safeguarding.

**Abilities**

1. To work in a high pressure environment.
2. To independently manage own case load and offer effective service delivery.
3. To reach specific individual and team targets/KPIs.
4. To carry out risk assessments.
5. To conduct mental health assessments/client reviews.
6. To deliver a range of facilitated self-help interventions within a time limited approach.
7. To work independently and effectively as a member of a team.
8. To work in partnership with a range of agencies.
9. To measure outcomes and write reports.
10. To work flexibly to meet the needs of the service and to work additional hours during school term time.
11. Must have access to a vehicle as means of transport.