

Valleys Steps Camau'r Cymoedd



Valleys Steps Well-being Course Practitioner

Job Description

Job Title: Well-being Course Practitioner

Contract Hours: 37.5 hours

Salary: £23712 per annum (dependant on experience).

Responsible to: Senior Practitioner

Base: Abercynon, but the post holder will be expected to travel throughout Merthyr and RCT and Bridgend

Annual leave: Starting 25 days + bank holidays per annum, pro rata

Pension: Entitlements will be available

Probationary Period: The post is subject to the successful completion of a six month probationary Period.

Contract - Contract offered on a fixed term until 31st March 2023 (with continuation subject to funding)

Main Purpose of the Job

- To deliver psycho-education courses to members of the general public (up to 100 participants in attendance), who may, or may not be users of mental health services.
- To deliver mindfulness and resilience courses to students and young people
- To respond accurately to questions raised by participants about course content.
- To deliver a telephone call back service providing information and advice on service interventions and services available in the wider community.
- To contribute to service development and a culture of continuous improvement.
- To contribute to the promotion of the service in the community.

Principal Duties

The post holder will;

- Accurately deliver psycho-educational courses including Stress Management, Resilience and Mindfulness/ACT based courses.
- To respond accurately to questions raised about course content.
- To advise Senior Practitioner/Executive Director in matters where concerns may be raised about the mental health of course participants and redirect participants to NHS services where appropriate.
- To deliver a telephone call back service, set up so that anyone in the community can access the service easily.
- To offer information and advice on the Valleys Steps service and other local support services or crisis services.
- To respond to messages within a maximum of 2 days.
- To attend events and community centres in order to promote the service.
- Contribute to the continuing improvement and development of Valleys Steps.

Communications skills

The post holder will:

- Provide information to individuals about Valleys Steps interventions as well as 'signposting' them to other sources of support.
- Liaise with statutory and voluntary sector agencies, develop and maintain an up to date knowledge of and working relationship with relevant agencies.
- Establish rapport and maintain supportive professional relationships with Valleys Steps colleagues.
- Identify any barriers to good communication.
- Maintain such records as are required for research and audit purposes.
- Ensure client confidentiality is protected at all times.
- Operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity.

Knowledge, Training and Experience

The post holder will:

- Be a registered professional or have a relevant degree level qualification.
- Be experienced in the area of promoting mental health particularly via the provision of evidence-based low intensity psychological interventions such as Mindfulness, ACT or CBT.
- Provide evidence of continuing development.
- Be aware of and keep up to date with advances in intervention for common mental health problems including CBT and Mindfulness based approaches.
- Be experienced in and confident with public speaking.
- Respond to and implement supervision suggestions by supervisors in clinical practice.
- Engage in and respond to personal development to improve competences and practice.
- Participate in individual performance review and respond to agreed objectives.

Analytical and Judgmental Skills

The post holder will:

- Assess and manage critical/unpredictable situations that arise, either in relation to Valleys Steps participants or to team members.

Planning and Organisational Skills

The post holder will:

- Complete all requirements relating to data collection within the service.
- Manage and maintain a diary of all work activities, making it available for audit of work and travel as necessary.
- Demonstrate effective time management and organisational ability.
- Be responsible for ensuring the safety and well-being of self.

Using equipment and systems

- Use all relevant office, information and communication equipment to a high level of competence including Microsoft packages such as Word, Excel, Access, PowerPoint and Outlook.

General

- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.

The post will require extensive travel throughout Merthyr Tydfil, Rhondda Cynon Taf and Bridgend.

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

Person Specification

Job Title: Valleys Steps Well-being Course Practitioner			
Area	Essential at recruitment	Desirable	Assessed by
1. Education / Qualifications / Training	Related Degree level qualification - E.g Psychology, Nursing, Counselling .	Mental health Nurse, Social Worker Assistant, Occupational Therapist, Assistant Psychologist, Teacher Relevant qualifications in the delivery of psychological interventions	Application Form Interview Production of evidence (certificates etc)
2. Experience	Evidence of achievement in the delivery of services providing health and well-being interventions.	Experience of working within statutory or third sector health and social care provision. Experience of delivering Stress Management psycho-educational course Experience of working with young people	Application Form Interview References
3. Skills	Organisational ability and time management skills Excellent communication skills Group facilitation and presentation skills Keyboard/word processing skills Ability to present information clearly	I.T. skills Ability to speak Welsh Experience of delivering well-being courses to large audiences	Application Form Interview References

<p>4. Knowledge</p>	<p>Ability to demonstrate sound knowledge and awareness of current evidence base relevant to the promotion of mental health and well-being.</p> <p>Knowledge of safeguarding procedures for children and adults</p> <p>Knowledge of Cognitive Behavioural Therapy and Mindfulness</p>	<p>Knowledge of local Third Sector services and working in partnership with Statutory Sector organisations</p> <p>Can demonstrate a knowledge of Valleys Steps remit, to include attending at least 1 session of our Stress control and Mindfulness courses</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>5. Personal Attributes</p>	<p>Resilient and self motivated with drive and vision</p> <p>Able to work on own initiative and manage a range of priorities across competing agendas</p> <p>Confident, flexible and approachable</p> <p>Works well as part of a Team</p> <p>Relates well to an audience</p> <p>Interest in Psychological Intervention principles.</p> <p>Value base conducive to the organisation's aims.</p>		<p>Interview</p> <p>References</p>
<p>Other</p>	<p>Full driving licence and car owner.</p>		<p>Application form</p>

Essential: Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

Desirable: - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview.

NB - When completing the application please ensure you address each element of the specification.