



Wellbeing Support Worker Job description

Job title	Wellbeing Support Worker 15 hours per week
Salary	£6,879 - £8,048 pro-rata, £16,968 - £19,852 full-time equivalent
Reporting to	Services Manager
Responsible for	Clients
Location	Sevenoaks

Purpose of the role

West Kent Mind provides a growing range of services with and on behalf of people with mental health needs. The purpose of this role is to support clients provide high quality administrative/office support to the Services Manager and the team as a whole.

Key tasks

Assist the Senior Office Support Coordinator with the smooth running of Community Wellbeing Services (CWS).

General admin and co-ordination of the Community Wellbeing Services team to include:

- Process client referrals recording and distributing referrals as appropriate.
- Complete face to face wellbeing assessments with new clients.
- Refer clients to additional outside agencies as necessary.
- Communicate effectively with other team members, ensuring that relevant information is passed on to the team.
- Keep robust records of client contact and any crisis interventions.
- Monitoring and progression - exit surveys, progress reports for clients, making sure the CSW team are achieving targets that have been set out.
- Assist with planning and co-ordination of Community Wellbeing programme.
- Assist with co-ordination of Community Wellbeing events, for example BBQ or Christmas Lunch.
- Facilitate groups when required to cover sick leave or annual leave.
- Attend monthly team meetings in Sevenoaks.
- To work at all times in accordance with the values, policies, practices and procedures of West Kent Mind with particular emphasis on equality of opportunity, health and safety, safeguarding, confidentiality and impartiality.
- Perform all other duties as may reasonably be expected of your line manager.

Person specification

All experience may be paid or voluntary, full or part-time, in the UK or overseas. West Kent Mind values different and creative ways of managing and supporting people.

Essential:

- Understanding and empathy for people with mental health problems and a commitment to working in ways to help people reach their potential.
- High level of ability to carry out client assessments and keep accurate case notes.
- High level of ability to monitor and record client outcomes and statistical data.
- Ability to deal effectively and calmly with challenging situations as may arise from time to time.
- Knowledge and understanding of safeguarding, risk assessment, confidentiality and impartiality.
- Working knowledge and understanding of the other local services e.g. health, social services, drug and alcohol support, benefits and housing related support.
- Ability to prioritise your own workload and manage time effectively.
- Excellent IT literacy i.e. using Word/Publisher/Excel/PowerPoint and use of Outlook email. Full UK driving license and access to a vehicle including insurance for business purposes.

Desirable:

- Ability to source and apply for community funding.

Terms and conditions

Hours of work	Two days per week 9am-5pm
Salary	£6,879 - £8,048 pro-rata, £16,968 - £19,852 full-time equivalent
Contract term	2 years

Holidays

23 days per year (calculated pro-rata for part-time employees) increasing by 1 day for each year of service, after completing one full year of employment, to a maximum of 30. Bank holidays are also calculated on a pro-rata basis, these are discretionary and do not form part of your contract of employment.

Pension

We operate a contributory pension scheme, which you will be auto-enrolled into (subject to the conditions of the scheme).

Probationary period

This is usually 3 months but may be extended for a period of no more than 12 months.

Employee Assistance

All staff have access to an Employee Assistance Programme. This is a 24 hour service available 365 days per year.

Closing date: 31 May 2019
Interviews: Week beginning 3 June 2019