

Wellbeing Support Worker Job description

Job title	Wellbeing Support Worker – 2 days per week
Salary	£5,961 - £6,975 pro-rata, £16,968 - £19,852 full-time equivalent
Reporting to	Services Manager
Responsible for	Clients
Location	Ashford

Purpose of the role

West Kent Mind provides a growing range of services with and on behalf of people with mental health needs. There are two elements to this role:

- a) Monday - to facilitate activity groups which are 6-week themed and may include art, craft, healthy eating, listening to music and walking. The groups are themed by client discussions and preferences.
- b) Wednesday - to support clients who need help managing their money. This will be tailored to the individual's needs for things like debt advice, rent arrears, understanding bills, bank statements and help with benefit applications/universal credits or any other money-related problem.

Key tasks

Money Management

- Book 1:1 appointments to meet the client to assess their money management needs.
- Assist the client to make phone calls/write emails or complete online assessments as appropriate.
- Refer clients to appropriate outside agencies as necessary.

Activity Groups

- Plan six week themes to include discussing with client group.
- Set up and provide materials for each sessions.
- Keep attendance registers and book rooms.
- Communicate with care navigators/admin staff and clients regarding referrals and attendance.
- Signpost clients to other statutory and voluntary sector support if required.
- Support clients at times of distress.
- Communicate effectively with other team members, ensuring that relevant information is passed on to the team.

- 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 to which clients maybe referred e.g. health, social services, drug and alcohol support, benefits and housing related support.
- Ability to prioritise your own workload and manage time effectively.
- Basic IT literacy i.e. ability to send and receive emails and attachments; create, format and layout Word documents, cutting, pasting, numbering, changing file location and managing headers and footers; format basic Excel spread sheets with simple formulas.
- Full UK driving license and access to a vehicle including insurance for business purposes.

Desirable:

- Good knowledge of mental health support services in Ashford.

Terms and conditions

Hours of work	2 days per week 9am-4pm (includes 30 minutes unpaid lunch break 12-12.30pm)
Salary	£5,961 - £6,975 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