



JOB DESCRIPTION

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| Job Title: | Headlight - Mental Health Support Worker |
| Hours: | 10 hours per week |
| Pay: | £12.50 per hour |
| Location: | Ottery St Mary/Cranbrook |
| Reporting to: | Manager |

Main Job Purpose:

1. Support young people aged 13-24 with mental health issues who attend Headlight sessions.
2. Act as first point of contact for young people; assess need; provide one-to-one support to young people attending sessions, and record, monitor and evaluate progress.
3. Support the Group Facilitator in the running of the sessions.
4. Liaise with young people, parents, referrers and external agencies.
5. Support and a team of volunteers who assist in the running of sessions.

Main Duties and Responsibilities:

Peer Support Sessions

1. Be the first point of contact for young people joining Headlight and hold initial meetings with young people and, if relevant, their parents.

2. Carry out one-to-one meetings with all young people attending sessions on a quarterly basis (or as required) and maintain records and assessments for evaluation and monitoring.
3. Assist with the planning of activities which support the mental and emotional wellbeing of young people, in partnership with the Group Facilitator, Manager and volunteers.
4. Liaise and make referrals to other support agencies who are able to provide support/appropriate services for the client group; this would be in agreement with the young person.
5. Liaise with external agencies, schools, statutory and other health providers, with the full consent of young people, regarding any relevant issues which may arise.
6. Lead on any safeguarding issues which may arise and liaise with Manager and other colleagues as appropriate.

General

1. Work as part of the team to ensure that the service supports the emotional and mental wellbeing of young people and enables them to have better life chance.
2. Attend team meetings; clinical supervision; appraisal meetings; and 1:1 meetings with Manager as required.
3. Work within all policies and procedures of the organisation.
4. Record work on data base and carry out other administrative tasks as required.
5. Carry out any other duties that might reasonably be required of this post.
6. Attend training to maintain good practice and as part of agreed personal development needs.

PERSON SPECIFICATION

Headlight - Mental Health Support Worker

| | Essential | Desirable |
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| Experience | <ul style="list-style-type: none"> • Minimum of one year's experience of working with young people aged 13-18 and/or 18-24. • Experience of working with young people experiencing mental health issues. • Experience of working with young people in groups and individually. | <ul style="list-style-type: none"> • Experience of liaising with other professionals within young people's services and within mental health services |
| Skills, Knowledge and Abilities | <ul style="list-style-type: none"> • An understanding of the issues affecting young people with mental health issues. • Excellent verbal, written and listening skills; able to communicate effectively with a range of people. • Ability to assess the needs of young people with mental health issues; and to assist the young person to develop their own action plan to meet their needs. • Ability to initiate, plan, organise and deliver activities/pieces of work. • Ability to work unsupervised and manage time effectively • Knowledge and understanding of safeguarding • Knowledge of and commitment to equality and diversity • Understanding of issues around confidentiality and data protection • Competent in the use of IT (e.g. | <ul style="list-style-type: none"> • Awareness of local services and organisations that support young people • Understanding of health and safety, including risk assessments, in relation to working with young people. |

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| | Microsoft Office suite; databases); and experience of using social media. | |
| Qualifications | <ul style="list-style-type: none"> • Significant experience and/or recognised qualification in (or working towards): Teaching, Mental Health, Youth and Community, Social Work, Counselling. | <ul style="list-style-type: none"> • 5 GCSEs or O Levels, including English and Maths. • Hold a current first aid certificate |
| Other | <ul style="list-style-type: none"> • Full valid driving licence and use of a car or have ability to travel for the purposes of this role • Willingness to undertake training to ensure best practice and for personal development as appropriate | |