



### **JOB DESCRIPTION – Wellbeing Worker**

Post title:	Wellbeing worker
Hours:	10 hours per week
Salary:	£25,171 per annum (£6,803 pro rata)
Location:	East Devon-flexibility of travel needed, current base Honiton College
Reporting to:	Chief Executive Officer

### **Job Purpose**

Support young people aged 11-18 (currently) with mental health issues attending Action East Devon's School Mentoring Service and ensure that the service adapts and supports the emotional and mental wellbeing of young people.

Act as first point of contact for young people; assess need; provide one-to-one support to young people, and record, monitor and evaluate progress.

Liaise with young people, parents, referrers, and external agencies.

Work with the young person to set goals and signpost and encourage them to join other groups and support networks where appropriate

Plan, organise and deliver a range of activities which support the mental and emotional wellbeing of young people.

Network with local groups, organisations and individuals to promote the service.

### **Main Duties and responsibilities**

Deliver 1-2-1 mentoring as part of the School Mentoring Service

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

Carry out one-to-one meetings with all young people attending sessions (on your caseload) as regularly as needed by the YP and within the lines of the service and maintain records and assessments for evaluation and monitoring.

Lead on the planning, organisation and delivery of activities which support the mental and emotional wellbeing of young people on your caseload.

Liaise and make referrals to other support agencies who can provide support/appropriate services for the client group; this would be in agreement with the young person.

Liaise with external agencies, schools, statutory and other health providers, with the full consent of young people, regarding any relevant issues which may arise.

Report and manage the initial response on any safeguarding issues which may arise and liaise with manager and other colleagues as appropriate.

Offer 121 support to young people in a flexible and adaptable manner as agreed with the manager, currently offering 121 support through caseload management – currently based in Honiton Community College -areas subject to change across East Devon.

Maintain session notes and session attendance records; and other administrative tasks associated with the sessions and 121 support; log information on database in a timely manner, report safeguarding concerns etc.

## **General**

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.

Attend team meetings; clinical supervision; appraisal meetings; and 1:1 meetings with Manager as required.

Work within all policies and procedures of the organisation.

Record work on data base and carry out other administrative tasks as required.

Carry out any other duties that might reasonably be required of this post.

Attend training to maintain good practice and as part of agreed personal development needs.

Work creatively with the team to come up with new and effective ways to support young people's mental health

Work in a needs led manner to support AED to achieve its aims and objectives by being flexible to everchanging needs of the organisation and young people.

## **PERSON SPECIFICATION**

### **Wellbeing worker**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	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 liaising with other professionals within young people's services and within mental health services  Youth work experience  Experience of working with young people in groups and individually

<b>Skills, Knowledge and Abilities</b>	<p>An understanding of the issues affecting young people with mental health issues.</p> <p>Excellent verbal, written and listening skills; able to communicate effectively with a range of people.</p> <p>Ability to assess the needs of young people with mental health issues; and to assist the young person to develop their own action plan and goals to meet their needs.</p> <p>Ability to initiate, plan, organise and deliver activities/pieces of work.</p> <p>Ability to work unsupervised and manage time effectively</p> <p>Knowledge and understanding of safeguarding</p> <p>Knowledge of and commitment to equality and diversity</p> <p>Understanding of issues around confidentiality and data protection</p> <p>Competent in the use of IT (e.g. Microsoft Office suite; databases); and experience of using social media.</p>	<p>Awareness of local services and organisations that support young people</p> <p>Understanding of health and safety, including risk assessments, in relation to working with young people.</p>
<b>Qualifications</b>	<p>Significant experience and/or recognised qualification in (or working towards): Teaching, Mental Health, Youth and Community, Social Work, Counselling.</p>	<p>5 GCSEs or O Levels, including English and Maths.</p> <p>Hold a current first aid certificate</p>
<b>Other</b>	<p>Full valid driving licence and use of a car or have ability to travel for the purposes of this role</p> <p>Willingness to undertake training to ensure best practice and for personal development as appropriate</p>	

The appointee will also be expected to be fully IT literate; have access to a car and a clean driving licence (or the ability to travel for work purposes); and have regular enhanced DBS clearance.