



## NEW WORTLEY COMMUNITY ASSOCIATION

### Job Description: Mental Health Support Worker

Date: 1 September 2020

#### **Purpose of Role**

To work as part of the Building Blocks team to recognise the strengths and assets of local people and then provide support to maintain and improve mental health

To assess individuals and ensure that they are supported to access and benefit from the broad range of support on offer within, and external to, New Wortley Community Association

To oversee and deliver activities within the centre as part of our wider proposition

#### **Management Supervision and Guidance**

You will be responsible to the Operations Manager for your daily tasks and duties

#### **Duties and Responsibilities**

- Provide a flexible, supportive caring and responsive interventions to local people. This will involve working one-to-one, facilitating groups and enabling peers/volunteers to deliver group support.
- Conduct outreach work within the local community identifying the “hardest to reach” residents who would benefit from support to improve their overall wellbeing
- Co-produce with service users, goal orientated support plans and review them regularly
- Establish respectful, sensitive, professional relationships demonstrating awareness of issues faced by local people
- Deliver open access drop in support acting as an entry point to support services
- Develop person-centred actions plans with individual service users which build on strengths and identifies goals to maintain and improve mental health. Carry out reviews of plans to recognise, celebrate and support progress
- Manage a caseload of service users and support them through one to one interventions
- Enable service users to lead activities which supports their and peers mental health
- Ensure service users have access to befrienders and support from volunteers as part of their overall support
- Actively promote anti-discriminatory practice and equality of opportunities in dealing with staff, volunteer and service users being mindful of protected characteristics including race, faith, age, gender, sexual orientation and physical disability
- Develop strong relationships with other support providers including voluntary and statutory sector to achieve the best outcomes for service users
- Respect service users’ right to privacy, dignity and confidentiality and comply with GDPR
- Maintain appropriate professional boundaries at all time, whilst working in a person centred way
- Attend local forums focusing on improved mental health to ensuring knowledge is kept up-to-date and aid networking opportunities
- Collate and present information for monitoring and reporting purposes, including up-to-date and accurate and timely record keeping for individual service user records and service monitoring
- Maintain close links with other services in line with safeguarding procedures and make other appropriate interventions when a service user’s mental health relapses

- Contribute to collaborative team working supporting the work of the wider centre proposition

#### **General**

- Adhere to the NWCA policies and procedures at all times
- Undertake any other duties as appropriate to the post or which may from time to time be reasonably determined by the Chief Executive Officer or Board of Trustees

**NWCA reserve the right to vary or amend the duties and responsibilities of the post holder at any time in accordance to the needs of the business**

**NWCA are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity to create a workforce that reflects the population of Leeds**

**A Disclosure and Barring Service (DBS) check against the Children's and Vulnerable Adults barred list will be carried out on preferred candidates**