

## **Job Description: Primary Care Wellbeing Advisor**

<b>Employer</b>	Havant and East Hants Mind
<b>Reports to</b>	Primary Care Network Manager
<b>Permanent Position</b>	
<b>Hours of work</b>	37 hours per week 25 days holiday per year with one addition day for each year's service up to 5 additional days plus public and bank holidays
<b>Salary</b>	£24,500 PA
<b>Job Location</b>	Multiple roles across Havant, East Hants and Alton.

### **Job Summary**

An exciting opportunity to form part of a team within the NHS Primary Care Network.

The Primary Care Wellbeing Advisor will see patients on an individual basis to understand their current situation and to identify the most appropriate support for them.

This service will enhance the support which GP practices are able to offer their patients with a range of mental health issues through a collaborative and integrative approach.

### **Key Responsibilities and duties**

To engage with patients and undertake initial assessments in order to identify individual needs and goals.

To meet with patients on an individual basis to monitor agreed plans and progress towards achieving identified goals.

To help patients develop tools and strategies which will enable them to better manage their own mental wellbeing.

To develop care plans for those individuals with identified needs.

To provide information which promotes mental wellbeing and to contribute to health promotion activities across the network.

To encourage patients to access facilities, groups and other resources within the local community.

To share with other staff within the primary level mental health service and other agencies as appropriate information regarding the patient's wellbeing in line with HEH Mind policies and procedures.

To gather feedback from patients via questionnaires and face-to-face discussions as appropriate.

To attend meetings of the multi-disciplinary primary level mental health team which will focus on the most appropriate support for individual patients.

To record progress on patient records using the EMIS (or equivalent) system in line with GP practice/NHS IT Policy and Procedures and HEH Mind Policy and Procedures.

To refer to secondary care mental health services where appropriate.

To adopt a multi-agency approach to a person's care, building and establishing close working relationships with all partner agencies.

To attend staff meetings, supervisions, appraisals and training events as directed by your Line Manager.

To adopt a Hybrid approach, maximising working hours effectively.

## **General**

To uphold the aims and values of HEH Mind.

To contribute to the ongoing development of the service and to best practice.

To work within HEH Mind policies and procedures.

All employees have a duty and responsibility of their own mental health and others.

All employees have a responsibility to prevent abuse and neglect and report concerns.

All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current Data Protection legislation and Security and Confidentiality Policies.

## **Person Specification**

### **Essential**

- Educated to a minimum level 2 standard or extensive relevant experience.
- Experience of working with vulnerable people with diverse needs.
- Experience of working in a mental health setting.
- Ability to work on own initiative and within a team.
- Good written and verbal communication skills.
- Intermediate I.T. skills, including Microsoft Office.
- Ability to understand and assess risk.
- Ability to self-reflect and learn from experience and specific situations.
- Having a positive attitude to people from diverse backgrounds.

### **Desirable**

- Experience of using assessment tools.
- Good local knowledge or the ability to research and identify appropriate community resources.
- Knowledge of the links between physical health and mental health.