



Job Description

Workplace Wellbeing Practitioner (Havant and East Hants Mind)

Hours: 12 hours per week working over 2 days (Tuesday and Wednesday) Term Time Only

Salary: £23500 pro rata, actual salary £6962 per annum.

Job location: Havant and East Hants

Responsible to: Workplace Wellbeing and Training Manager

Closing date: Tuesday 29th August 2023 – Shorting listed candidates informed by Friday 1st September.

Interviews will take place in Friday 8th Sept at Leigh Park Community Centre Havant

Description

We have an exciting opportunity to work in our Workplace Wellbeing team. We are looking for an enthusiastic and motivated person to join our expanding team at Havant and East Hants Mind. Could this be a role for you?

HEH Mind successfully manage and run a range of workplace wellbeing services within some amazing workplaces. We offer a variety of client focused interventions; these range from assessments, reviews, check ins, one-to-one support to support with the management of clients own mental health needs both in the workplace and outside.

Duties and responsibilities:

1. Deliver empathetic, person-centred and empowering face to face/online/telephone mental health and wellbeing interventions with workplace clients.
2. Have a good knowledge of local support services and be able to appropriately signpost clients to these services.
3. To provide support to individual clients, providing one-to-one sessions using appropriate theories, methods and skills in order to promote individual ability to better manage the challenges they are facing.
4. Co-develop person-centred, empowering recovery plans with clients which have specific, measurable and achievable outcomes.
5. Have a sound knowledge of the recovery model and demonstrate this in the development of 1-1 sessions.
6. To manage own client base, booking in sessions, all correspondence.
7. Participate in training and shadowing opportunities.
8. Liaise with partner agencies and professionals to ensure multi-agency working within recovery planning.
9. Assist and complete administrative tasks related to the role.
10. To provide up to date reports to Line Manager on service provision.
11. Comply with HEH Mind policies and procedures, including health and safety regulations related to the workplace.

12. Take appropriate measures to safeguard vulnerable adults and children with the support of management.
13. Work as a team player, supporting with annual leave and sickness cover, as well as duty tasks when needed.
14. Where required to support with training delivery, presentations, attendance at events and network meetings.
15. Complete mandatory trainings and ongoing professional development.
16. Support with the development and delivery of services within other teams at HEH Mind, including participating in events and community engagement.
17. Have an up-to-date knowledge of common mental health disorders, the symptoms associated with these, the short & long-term effects associated with enduring mental health disorders and a sound knowledge of useful tips, tools and coping skills, utilising internal and external resources.
18. Undertake any other tasks and duties as required and requested by management to meet the needs of the service.

About Havant and East Hants Mind & our way of working

The workplace wellbeing team work closely with each other to share knowledge and ideas to achieve the best outcomes for clients. Applicants must be able to work well in a team environment.

Clients are assessed to understand their needs and to identify their starting point in their recovery journey. Assessment will be carried out as requested by the client (either at the workplace, where a private room will be dedicated to sessions, online via teams or over the phone) A recovery plan is produced which may offer opportunities to access a range of activities, targeting areas in which they wish to make changes.

Finally, towards the end of their journey clients are reviewed to identify changes made, and to see how they will apply the new skills they have learnt to meaningful situations. They also identify goals for continued recovery beyond Mind's service as part of a wellbeing maintenance plan. Signposting on to other organisations and groups may also promote on-going recovery and support.

As workplace wellbeing experts, we take care of our staff and workplace wellbeing practitioners will have monthly peer and regular management supervision, as well as support from our safeguarding lead.

Skills and personal characteristics:

Education:

A-Level or equivalent (preferred)

Experience:

Mental Health: 1 year (required)

Health and Social Care: 1 year (required)

Essential

- Must have a good understanding of mental illness and recovery
- Must be able to work independently as well as within a team
- Understanding of personal and professional boundaries
- Basic computer skills are essential and a knowledge of: Teams, Zoom and MS Office
- Must have excellent communication and listening skills which are adaptable for our varied workplace clients
- Empathy and compassion
- Good time management and organisational skills
- A good level of numeracy and literacy is required for the post
- Applicants must be able to take clear notes, have a methodical and ordered working style and be able to maintain up to date and accurate records
- Ability to embrace change and adapt to changes in service provision, new projects and duties
- Personal transport for business purposes to and from workplace venues.

Desirable

- An understanding of reflective practice would be beneficial
- The use of customer/ user / service user data bases and Excel
- Some knowledge of gathering customer feedback and evaluation
- Knowledge of local area and services or organisations that can provide additional support to our service users in Havant and East Hampshire

Appointment is subject to two satisfactory references and an enhanced DBS check.

Work Location: Havant and Alton

Benefits:

- Company pension
- On-site parking
- Enhanced sick pay
- Employee assistance programme - Mindful Employer
- Birthday off every year!

Licence/Certification:

Driving Licence (required to get to workplaces with Alton being the furthest distance)

If you have any questions regarding this vacancy, please email annaz@easthantsmind.org