Wellbeing Practitioner

Recruitment Pack

February 2024

mind
Havant and
East Hants

mind Havant and East Hants

Havant and East Hampshire Mind
Leigh Park Community Centre
Dunsbury Way
Havant
P09 5BG

02392498916
www.easthantsmind.org

Reference: Wellbeing Practitioner

Dear Applicant,

Thank you for your enquiry about the above post.

This pack contains the Job Advertisement, Job Description and Person Specification.

For more information about the role and our services, please see our website at www.easthantsmind.org or to discuss the role contact Jenny Smith (Jenny@easthantsmind.org).

To apply, please submit your application which should outline why you are suitable for the role. Clearly state your address, e-mail address, telephone number and whether you have a driving license and access to a vehicle.

Please return applications to the HR lead at HR@easthantsmind.org

- Closing date for receipt of applications is 8th March 2024
- Shortlisted candidates will be contacted by 4pm on 12th March
- Interviews will be held on Friday 22nd March

Yours sincerely

Jenny Smith
Adult Wellbeing Manager

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The benefits of working with HEH Mind

Make a real difference to local people

We're a local Hampshire charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable and dedicated team with a big heart.

Holidays

- It's important to take time off. We give you 25 days a year, increasing by one day per year of service up to 30 days and bank holidays (calculated pro-rata for part-timers), plus an additional winter leave day in late December and your birthday off.

Learning, growth and development

- We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring.
- Everyone, regardless of role, is offered free Connect 5 Mental health and Wellbeing Training.
- As a rapidly growing organisation there are regular opportunities to grow and develop within roles and through internal promotions.
- Joining HEH Mind makes you part of the Mind Federation, which includes 110 local Minds across England and Wales and access to the Open hub platform and learning, development and good practice sharing opportunities.

Pension

If eligible you'll be auto-enrolled into our pension scheme, and our contribution is based on 3% of your salary.

Workplace wellbeing

- As workplace wellbeing experts you will be joining a workplace with a strong employee wellbeing focus. Which includes engagement opportunities such as our monthly digital 'Break Room' to meet staff from across the charity.
- Remote and homeworking flexibility (dependent on role requirements).
- We are a Mindful employer + accredited. All staff have access to our confidential 24/7 employee assistance programme.
- If you use a PC within your role, we will provide free eye tests, if necessary.

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Job Advertisement

We have an exciting opportunity to extend our established Adult Wellbeing team. We are looking for enthusiastic and motivated person to join our expanding team at HEH Mind. Could this be a role be for you?

HEH Mind successfully manage and run a range of recovery services for adults with mental health needs in Havant and East Hampshire. We offer a variety of client focused interventions; these range from assessments, reviews, check ins, one-to-one support, group work, and community engagement to empower people to manage their own mental health needs.

We want to hear from you

This is a great opportunity for anyone looking to get into a career within the mental health sector or someone who has a background in adult wellbeing and would like to make a difference in their local community.

We are looking for passionate, empathetic and committed individual who enjoys working alongside individuals to support with their mental health and wellbeing.

If you would like to know more about the service before making your application, please get in touch with Jenny Smith, Adult Wellbeing Manager (Jenny@easthantsmind.org).

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Job Description

Job title:	**Wellbeing Practitioner**
Salary:	£22,492
Contract length	12 months
Contracted hours:	37
Working base:	Havant
Reports to:	Havant Lead
Responsible for:	Service users and wellbeing volunteers & peer supporters
Checks made:	Enhanced DBS and 2 satisfactory references

Purpose of Post

The purpose of the Wellbeing Practitioner at Havant and East Hants Mind is to support clients to gain the skills and tools to manage their mental health and wellbeing.

The role is designed to empower and work alongside clients. An initial assessment is completed in which SMART goals are set in the form of their recovery plan. Tools and support are then given by delivering tools in 1:1s, workshops and courses. Practitioners may also work alongside peer supporters to deliver peer support groups.

Accountability

You will be line managed by the Havant Lead for Havant and East Hants Mind but will manage your own workload and prioritising your tasks.

Key Responsibilities and duties:

1. To provide face to face and telephone advice and information related to mental health needs and local services which can offer support to the public and carers.
2. To support service users to identify their needs and set person centred goals in the development of their individual recovery plan.
3. Work in partnership with external agencies to achieve recovery focused goals; drawing on individual strengths and using a range of internal and external resources. Signposting where applicable for a holistic approach.
4. To develop, facilitate and review group work, self-development courses or training sessions for service users and use a range of assessment and recovery tools
5. To provide support to individual service users, providing one-to-one sessions using appropriate theories, methods and skills in order to promote individual service users' ability to better manage the challenges they are facing.
6. To promote peer support and mentor both prospective and current peer supporters.
7. Assist and complete administrative tasks relating to the role.
8. To be aware of responsibilities and take appropriate action as per HEH Mind's policies around safeguarding adults and protecting children.
9. To undertake any other tasks and duties as required as requested by the Wellbeing Manager and/or other managers and to meet the requirements of the service.
10. Complete mandatory trainings and ongoing professional development.

General responsibilities and duties:

1. To attend staff meetings, supervisions, appraisals and training events as directed by your Line Manager.
2. To uphold the aims and values of HEH Mind.
3. To contribute to the ongoing development of the service and to best practice.
4. To work within HEH Mind policies and procedures.
5. All employees have a duty and responsibility of their own mental health and others.
6. All employees have a responsibility to prevent abuse and neglect and report concerns.
7. 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

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Person Specification	Essential/ Desirable
Qualifications:	
Equivalent level NVQ 3 as a minimum	Desirable
Experience:	
Must have a good understanding of mental illness and recovery	Essential
Minimum one year experience working in mental health/ social care or equivalent setting	Essential
Some knowledge of gathering customer feedback and evaluation	Desirable
Some experience of working as or working with volunteers	Desirable
Skills:	
Understanding of personal and professional boundaries	Essential
Basic computer skills are essential and a knowledge of: Teams, Zoom and MS Office	Essential
Have excellent communication and listening skills that are adaptable for our varied service user group. Including ability to demonstrate empathy and compassion to staff and clients.	Essential
Good time management and organisational skills	Essential
Good level of numeracy & literacy is required for the post	Essential
To be able to take clear notes, have a methodical and ordered working style and be able to maintain up to date and accurate records	Essential
An understanding of reflective practice would be beneficial	Desirable
The use of customer/ user / service user data bases & excel is desirable	Desirable

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Personal Attributes:	
To be able to work independently as well as within a team	Essential
Ability to embrace change and adapt to changes in service provision, new projects & duties	Essential
Other Requirements:	
Personal transport for business purposes	Desirable
Knowledge of local area and services or organisations that can provide additional support to our service users in Havant and East Hampshire	
Satisfactory DBS background check and 2 references.	Desirable
Personal Circumstances	
Alignment with HEH Mind vision and values	Essential
An understanding of equality, diversity and inclusion	Essential

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