



## **Newport Mind, Mind in Gwent**

### **Job Description**

<b>Title:</b>	Community Wellbeing Worker including Information, Advice and Assistance (IAA)
<b>Responsible To:</b>	Head of Wellbeing and Counselling services
<b>Salary:</b>	NJC Pt. 8 - 14 £25,992 - £28,624
<b>Hours:</b>	Full-time 37 Hours Fixed Term until 31 <sup>st</sup> of March 2025 continuation thereafter subject to securing continuation funding.

### **PURPOSE OF POST:**

To provide Information, Advice and Assistance (IAA) and Community Well Being services for people with mental health problems that enable them to:

- be independent
- be healthy and active
- be happy and do the things that make them happy
- contribute towards their social life and be with the people that they choose
- feel valued in society
- learn and develop to their full potential
- engage and make a contribution in their community
- contribute to, and enjoy safe and healthy relationships

### **PRINCIPAL RESPONSIBILITIES:**

1. Develop, deliver and provide a range of IAA and Community Well Being activities and services, to meet the needs of people with mental health problems including:
  - Open access/drop in facilities
  - Support for citizens to access community based activities

- Well-being checks
  - Peer support to support citizens to attend activities or health appointments etc.
  - Support for people to develop and learn new skills to help them live independently
  - Self-management courses, Wellbeing and Activity Groups
  - User involvement and participation
  - Specialist support for groups marginalized by society
  - Vocational opportunities
2. Provide IAA and Community Wellbeing Services that comply with relevant legislation, particularly;
    - Social Services and Wellbeing (Wales) Act 2014 (including Codes of Practice)
    - Regulation and Inspection (Wales) Act 2016
    - Mental Health Act 1983
  3. Provide a IAA and Community Wellbeing Service that
    - ensures that Citizens are treated with dignity and respect
    - ensures Citizens and their families are listened to, communicated with and consulted
    - supports Citizens to maintain their independence
    - ensures Citizens are safeguarded from any abuse
    - ensures any appropriate outcome as defined in the National Outcomes Framework accompanying the Social Services and Well Being (Wales) Act are met
  4. Promote early detection and early resolution, so that concerns and problems are put right quickly and effectively.
  5. Support individuals to achieve the following two outcome statements:
    - Well-being - I know and understand what care, support and opportunities are available to me and I get the help I need, when I need it, in the way I want it; securing rights and entitlements
    - My rights are respected, I have voice and control, I am involved in making decisions that affect my life, my individual circumstances are considered, I can speak for myself or have someone who can do it for me and I get care through the Welsh language if I need it.
  6. Contribute towards preventing or delaying the development of people's needs for care and support.
  7. Help reduce the needs for care and support of people who have such needs.
  8. Work to minimise the effect on disabled people of their disabilities.

## **EXPECTATIONS**

1. Maintain confidentiality at all times
2. To attend and contribute to the Newport Mind, Mind in Gwent supervision and appraisal process.
3. To attend, and contribute to, Newport Mind, Mind in Gwent team meetings and annual planning meetings and other meetings as necessary.
4. To attend and contribute to Newport Mind, Mind in Gwent staff training as required.
5. To abide by all of Newport Mind, Mind in Gwent's policies.
6. To contribute to a positive and supportive working environment.
7. To contribute to making Newport Mind a greener workplace.
8. To uphold the values of Newport Mind and be a champion for Newport Mind at all times.
9. To support and contribute to our overall aim of the participation of people with experience of mental health problems, including within Newport Mind, Mind in Gwent and to be committed to working alongside people with experience of mental health problems, as colleagues, (paid & unpaid) experts and campaigners.
10. The post is based at Newport Mind and at times the post holder may be required to provide services at weekends and in the evenings as well as from other Mind in Gwent sites, venues of partner or community organisations, as well as to provide cover for other staff and services.

### **Disclosure and Barring Service Check**

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring Service Check to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job. The third column indicates whether the characteristic is essential (E) or desirable (D).

<b>Experience</b>		
<p>1. Demonstrable experience of providing IAA and Community Wellbeing Services including.</p> <ul style="list-style-type: none"> <li>• Open access/drop in facilities</li> <li>• Support for citizens to access community based activities</li> <li>• Well-being checks</li> <li>• Peer support to support citizens to attend activities or health appointments etc.</li> <li>• Support for people to develop and learn new skills to help them live independently</li> <li>• Self-management courses, Wellbeing and Activity Groups</li> <li>• User involvement and participation</li> <li>• Specialist support for e.g. BME groups, young people etc.</li> <li>• Vocational opportunities</li> </ul>	E	
<p>2. Experience of working on a one to one and group basis using a variety of approaches and models, such as motivational interviewing or five ways to wellbeing and leading creative activities and groups, such as art, singing, or writing.</p>	E	
<p>3. Experience of providing Information, Advice and Assistance to people with mental health and wellbeing problems in a person centred and assets based way.</p>	E	
<p>4. Experience of working with people with mental health and wellbeing problems and vulnerable adults.</p>	E	
<p>5. Experience in an office environment, including use of information technology, email, spreadsheets and databases.</p>	E	
<p>6. Experience of working with and supervising volunteers.</p>	D	
<p>7. Direct or indirect experience of mental distress.</p>	D	
<b>Skills/Abilities</b>		
<p>8. Ability to work with people with mental health problems.</p>	E	

9. Ability to communicate effectively, orally, in writing, and through presentations, to a high standard with a diverse range of individuals, groups and audiences at different levels of understanding and ability.	E
10. Ability to network and build effective working relationships with colleagues and with statutory and third sector organisations.	E
11. Ability to work on own initiative as well as to organise and prioritise own workload meet job objectives.	E
12. Ability to work with vulnerable service users in a way that promotes their rights, dignity and independence.	E
<b>Equality</b>	
13. Ability to identify when discrimination is taking place in service delivery or in the work-place and take appropriate action.	E
14. A demonstrable commitment to equality of opportunity, a positive approach to diversity and to Newport Mind becoming a proudly anti-racist organisation.	E
15. A commitment to, and experience of, to working alongside people with mental health problems as colleagues.	E
<b>Specialist Knowledge</b>	
16. Knowledge of relevant legislation including <ul style="list-style-type: none"> <li>a. Social Services and Wellbeing (Wales) Act 2014 (including Codes of Practice)</li> <li>b. Regulation and Inspection (Wales) Act 2016</li> <li>c. Mental Health Act 1983</li> </ul>	D
<b>Education and Training</b>	
17. Training relevant to the role such as mental health, group work and/or community development.	E
<b>Other Requirements</b>	
18. Willingness to be flexible in meeting the needs of people with mental health problems and the needs of Newport Mind as appropriate to the role including evening and weekend working.	E

19. A commitment to the ethos and values of Mind and Newport Mind, Mind in Gwent.	E
20. A clean driving licence and access to a roadworthy car.	E
21. Any other duties appropriate to the role as directed by a manager.	E

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Newport Mind's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)