



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

### **Job Description**

**Title:** Community Wellbeing Worker including Information, Advice and Assistance (IAA)

**Responsible to:** Head of Wellbeing and Counselling Services

**Salary:** NJC pt.8-14 £25,992 - £28,624

**Hours:** Part-Time 18.5 Hours Fixed Term until 31<sup>st</sup> December 2025, continuation thereafter subject to securing continuation funding.

### **Purpose of post:**

To provide Information, Advice and Assistance and Community Wellbeing services for people with mental health problems that enable them to:

- Be independent
- Be healthy and active
- Be happy and do things that make them happy
- Contribute towards a 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 to their community
- Contribute to, and enjoy safe and healthy relationships

### **Principal responsibilities:**

1. To develop, deliver and provide a range of IAA and community well-being activities and services, to meet the needs of people mental health problems
2. Provide IAA and community well-being services that comply with relevant legislation particularly social services and well-being (Wales closed) act 2014
3. Promote early detection and early resolution, so that concerns and problems are put right quickly and effectively
4. Contributes towards preventing the development of people's need for care and support

## **Expectations**

1. Maintain confidentiality at all times
2. To attend a contribute to the Mind in Gwent's supervision and appraisal process
3. To attend, and contribute to, Mind in Gwent's team meetings and annual planning meetings and other meetings as necessary
4. To attend and contribute to Mind in Gwent's staff training as required
5. To abide by all of Mind in Gwent's policies
6. To contribute to a positive and supportive working environment
7. To contribute to making Mind in Gwent a greener workplace
8. To uphold the values of Mind in Gwent and be a champion for Mind in Gwent at all times
9. To support and contribute to our overall aim of the participation of people with experience of mental health problems
10. This post is based in Newport 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, then use of partner or community organizations, 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 and 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's 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 that characteristic is essential or desirable.

<b>Essential</b> <ol style="list-style-type: none"> <li>1. Demonstrable experience of providing Information, Advice and Assistance, and Community Wellbeing Services.</li> <li>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.</li> <li>3. Experience of leading creative activities and groups such as arts and crafts, singing and writing.</li> <li>4. Experience of working with people with mental health and wellbeing problems and vulnerable adults.</li> <li>5. Experience in an office environment, including use of information technology, email, spreadsheets and databases.</li> <li>6. Experience of working with and supervising volunteers</li> </ol>	E E E E E E
<b>Skills</b> <ol style="list-style-type: none"> <li>7. Ability to work with people with mental health problems</li> <li>8. 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.</li> <li>9. Ability to network and build effective working relationships with colleagues and with statutory and third sector organisations</li> <li>10. Ability to work on own initiative as well as to organise and prioritise own workload meeting the role's objectives.</li> <li>11. Ability to work with vulnerable service users in a way that promotes their rights, dignity and independence.</li> </ol>	E E E E E

<b>Equality</b> 12. Ability to identify when discrimination is taking place in service delivery or in the work-place and take appropriate action. 13. A demonstrable commitment to equality of opportunity, a positive approach to diversity and to Mind in Gwent becoming a proudly anti-racist organisations.	E  E
<b>Specialist knowledge</b> 14. Knowledge of relevant legislation including, Social Services and Wellbeing (Wales) Act 2014.	E
<b>Education and Training</b> 15. Education and/or training relevant to the role such as mental health, group work and/or community development.	E
<b>Other Requirements</b> 16. A clean driving licence and access to a roadworthy car.	D

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 Mind in Gwent's policies are reflected in all aspects of their work, in particular those relating to;

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