

Post: Relief Worker – Extended Access Service

Location: Bradford

Responsible to: Service Manager

Salary: £11.87 per hour

**Purpose of the post**

To provide relief cover for our Extended Access Service delivering 1-1 interventions within Primary Care settings to individuals ranging from 11 years up to adulthood, seeking support for a broad range of mental health issues.

**Key duties**

* To support clients from a variety of backgrounds through the delivery of recovery focused 1-1 interventions.
* Complete individual assessments
* Develop client centred care plans to support individuals with current mental health issues and support individuals to stay well.
* To signpost to relevant services for additional support where necessary.
* Motivate, lead and encourage client participation at all levels to feel empowered to take ownership of their own mental health.
* To make clients aware of Bradford’s Crisis offer, Safer Spaces.
* Find, create and use appropriate tools to use during 1:1 sessions
* Ensure that the rights of people with mental health issues are respected and promoted throughout the organisation in accordance with its values and that clients are treated with respect at all times.
* Create partnerships with other local organisations to extend the organisation’s service delivery outreach and to help people with mental health issues find clubs, activities, and groups that may be able to support them
* To record information electronically via our recording systems.
* To maintain up to date records of clients using these services.
* To accept and work within the organisations policies and procedures and assist in promoting the organisations aims and objectives.
* To have an understanding of and commitment to equal opportunities and diversity.
* To remain calm under pressure and be able to manage your own workload.
* To promote all aspects of the service and enhance the public image of Mind in Bradford.
* Ensure that the rights of people with mental health issues are respected and promoted throughout the organisation in accordance with its values and that clients are treated with respect at all times. .
* Be familiar with the Mind in Bradford ‘Code of Conduct’ and ensure that it is followed at all times both by staff, volunteers and clients.
* Participate in individual and group supervision and internal/external staff development including mandatory training related to the role.
* To take responsibility, with colleagues, for ensuring that all Health and Safety, Safeguarding, Information Gathering and Equality & Diversity requirements are met and all other Company policies complied with.
* Ensure understanding of and compliance with all Mind in Bradford policies and procedures.
* Work in alignment with the aims, objectives, and core values of Mind in Bradford.
* Undertake any other reasonable duties or tasks deemed necessary by the senior management team.

It is Mind in Bradford’s policy to make reasonable adjustments to enable those with disabilities to undertake the above.

**Our organisation**

Mind in Bradford is a registered charity with a clear purpose to promote mental wellbeing and empower and help people experiencing mental health problems to manage and work towards recovery and fulfilment. We do this through:

* Building community and individual resilience for better mental wellbeing
* Providing early intervention advice and support
* Supporting people in crisis
* Empowering and helping people to recover and sustain improved wellbeing.

**Our values**

Our team is committed to five values which underpin everything we do:

**Partnership -** We work in collaboration with national Mind colleagues, commissioners, and fellow service providers to make the biggest positive difference to the largest amount of people possible.

**Inclusivity** - We reach out to and welcome the diverse communities we serve, providing a hopeful, helpful, caring and safe environment for all who need it.

**Empowerment** - We value and respect each individual, empowering, encouraging and helping those who use our services to regain greater control over their lives.

**Excellence -** We evidence and understand the outcomes and benefits we deliver, and continuously look to improve and innovate with input from those who use, commission and review our services.

**Responsibility** - Raising money responsibly, spending it wisely, and taking responsibility for maximizing the positive impact we make.

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * A minimum of 5 GCSE’s (or equivalent) grades A-C (must include English and Maths)
* Evidence of ongoing professional development
* Completed Safeguarding adults, children and young people training within the last three years
 | * A degree in an area related to mental health or equivalent
* A diploma in psychotherapy, counselling, coaching or other professional interventions
* An NVQ Level 3 qualification or above in mental health or similar
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| **EXPERIENCE** | * Experience of working with young people and adults who have or have had mental health challenges
* Experience of delivering 1:1 interventions
* Experience of working in a mental health setting
* Experience of supporting vulnerable clients in a clear, concise, meaningful and non-judgmental way
* Excellent IT Skills, including use of Microsoft Packages and online recording systems
 | * Experience of working in Primary Care settings
* Experience of facilitating group session
* Experience of using the Lamplight recording system or a similar alternative
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| **SKILLS** | * Excellent proven communication and organisational skills
* Ability to work alone and use own initiative
* A non-judgmental attitude in relation to mental illness and its manifestation in behaviour
* Ability to encourage, engage and involve people in ways that promote their involvement, independence, resilience and achieve positive changes in their lives
 | * Car driver with full UK driving licence and access to own transport
* Recently completed Safeguarding training
* First Aid Certificate
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| **KNOWLEDGE** | * Understanding of current issues faced by people with mental health issues
* Knowledge of other community organisations and charities in the area that can support Mind in Bradford clients
* Has an understanding of the effectiveness of talking therapies and mental health issues
* Knowledge and understanding of risk management and health and safety issues
 | * Understanding of Safeguarding and good practice
* General knowledge of mental health and wellbeing through lived experience
* Understanding of confidentiality and data protection
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| **ATTITUDE AND PERSONAL ATTRIBUTES** | * Understanding of and commitment to equal opportunities and diversity.
* Commitment to providing person centred services.
* Understanding that mental health difficulties are a natural part of life.
* Healthy and secure personal boundaries
* Understanding of and commitment to the Mind in Bradford values of Partnership, Inclusivity, Empowerment, Excellence and Responsibility.
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