Dorset Mind

Role Description

Job Title:  Children and Young People (CYP) Community Active Monitoring Practitioner

Responsible to: Waiting Well Project Manager

Relating to: Services

Pay Scale: B2 - £23,946.00

Hours: 37.5 hours per week (Job share or reduced hours considered)

Contract: Initial 12-month contract

Based: West Dorset locality, Dorset Mind HQ, Remote working

Conditions: Enhanced DBS check required for this role. A full driving licence

and use of a car is required to deliver the role.

Context

Active Monitoring is a 1:1 guided self-help service for 11–18-year-olds experiencing mild to moderate mental health concerns.

We empower young people to look after their own mental health and wellbeing by giving them the information and tools required to do so. We encourage young people to explore their feeling and emotions and develop a toolkit to address these issues going forward.

We are looking for someone who is experienced in working with young people and is passionate about mental health and wellbeing. The role is community based across various locations in West Dorset and will involve face to face and online 1:1 work, liaising with schools, family hubs and statutory partners.

The post holder will be required to travel to and from West Dorset at least twice a week to work in schools, family hubs and other community spaces to deliver the programme face to face.

The Active Monitoring in the community programme is part-funded by our Waiting Well project which aims to help young people maintain their mental health and wellbeing whilst waiting for statutory services.

Main scope of the role

To champion Dorset Mind’s vision and mission through facilitating interactive and inclusive face-to-face and online 1:1 sessions, aimed at nurturing the mental health and wellbeing of young people aged 11-18.

The post holder will offer a high-quality programme and create a supportive environment that practices active listening, mindfulness techniques and provides emotional support. The work will involve coordinating and delivering all aspects of the services offered, including handling enquiries and referrals, session preparation and delivery, data collection and input, case management and onward referrals.

Key Responsibilities

To create the **Vision** of Dorset Mind:

* A community where living with and talking about Mental Health becomes acceptable for everyone.

Through the delivery of our **Purpose** we:

* Connect minds: We bring people together to make change in their communities.
* Change minds: We speak out and demand better from policymakers and the public.
* Support minds: We deliver life-changing support.
* To establish an excellent working relationship with local primary, middle and secondary schools in Dorset so that young people most in need are referred into the Active Monitoring Service.
* To establish an excellent working relationship with Family Hubs and statutory partners in Dorset so that young people most in need are referred into the Active Monitoring Service.
* To develop and maintain positive relationships with teaching, pastoral staff and parents to promote the service and to encourage referrals.
* To establish good working relationships with venues used to deliver the programme including carrying out risk assessments, safety checks and setting up a comfortable environment for the young people.
* To support in the planning, setting up and delivery of the Active Monitoring Service in the community.
* To use and distribute the Active Monitoring resources and booklets as per National Mind’s guidelines.
* To evolve delivery in response to the needs of the young people.
* To identify and assess needs of the young people and offer emotional support and/or signpost as appropriate.
* To report any issues, feedback, or complaints to the reporting manager in a timely manner.
* To handle any safeguarding concerns in accordance with Dorset Mind and school safeguarding policies and procedures.
* To ensure the services remains compliant with statutory, legal, and best practice obligations and Dorset Mind policies.

**Administration tasks**

* To manage a caseload of participants including completing necessary assessments and paperwork with support from schools, statutory partners, and your team leader/manager.
* To prepare resources for the 1:1 sessions.
* To record participant and service data information in relevant systems.
* To support in evaluating and monitoring the effectiveness of the programme.
* To attend planning meetings to reflect, monitor and develop the programme
* To attend supervision and reflective practice meetings

**General Duties**

* Undergo and actively participate in training relevant to the role internally or externally.
* Report participant feedback, complaints, or concerns in a timely manner.
* Participate in relevant activities that Dorset Mind are involved with (e.g. away days, whole charity meetings, promotional events)
* Ensure that duties are carried out in accordance with statutory, legal, and best practice obligations and Dorset Mind policies and procedures.
* Attend and participate in support sessions, team meetings and annual appraisals.
* Be able to travel around Dorset.
* Undertake other duties as may be required from time to time commensurate with the level and nature of the post.

Person Specification

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| QUALIFICATIONS | |
| Relevant qualification for the role equivalent to (but not specifically) NVQ Level 3 in Health & Social Care. | Essential |
| Additional coaching or therapeutic qualification. | Desirable |
| KNOWLEDGE | |
| Familiar with the visions and mission of Dorset Mind and the Mind network | Essential |
| Familiar with the role of the voluntary sector | Desirable |
| Knowledge of mental health conditions, appropriate evidenced treatment models, coping skills, psychoeducation, self-management tools and therapeutic approaches | Essential |
| Knowledge and understanding of the stigma associated with mental health and wellbeing challenges | Essential |
| An understanding on how to promote and maintain good mental health including understanding the benefits movement, learning new skills and regular social contact | Essential |
| Knowledge of Children and Young People Safeguarding Procedures | Essential |
| SKILLS & ABILITIES | |
| Self-motivated and able to work on own initiative | Essential |
| Strong interpersonal skills and being able to actively listen, empathise, negotiate, be assertive and mediate when necessary | Essential |
| Competent IT skills including MS Office 365 and video conferencing software such as MS Teams or Zoom | Essential |
| Ability to always remain professional and work within set boundaries | Essential |
| Ability to work efficiently as part of a team or on one’s own | Essential |
| Excellent time management and organisational skills to balance a busy workload | Essential |
| Ability to work flexibly to meet the demands of the service, both in terms of hours and role | Essential |
| EXPERIENCE | |
| Experience working in a similar setting | Essential |
| Experience of working with young people (aged 11-18) with mental health difficulties in a 1:1 environment. | Essential |
| Experience in developing new services | Desirable |
| Professional or lived experience of mental health and wellbeing challenges | Desirable |
| VALUES | |
| Honest | Essential |
| Open | Essential |
| Passionate | Essential |
| Experienced | Essential |
| OTHER | |
| A willingness to support Dorset Mind events, including some evenings and weekends | Desirable |
| A willingness to travel to West Dorset at least twice a week | Essential |