



## **JOB DESCRIPTION**

<b>Job title:</b>	Mental Health Outreach Worker
<b>Service:</b>	BAND, Bolton Community Based Adult Mental Health Service
<b>Salary:</b>	Grade 2 point 16 - 19
<b>Hours:</b>	29.6 hours per week
<b>Location:</b>	Bolton
<b>Responsible to:</b>	Outreach Senior Team Leader

### **Summary of job:**

To support the delivery of a recovery focused mental health service, this role will play a critical part in the initial assessment, health and wellbeing planning and reviews for people in contact with the service. You will support a small team of volunteers to deliver ongoing support as part of the individual plan.

You will contribute to the delivery of mental health related courses, such as Living Life to the Full and Ways of Wellbeing, as well as working with partner organisations to build knowledge and understanding of approaches to mental health and wellbeing.

### **Key tasks and responsibilities:**

1. Work with individuals to complete a strength based, holistic assessment and collaboratively produce a personalised, outcome focused health and wellbeing plan that is based their priorities, interests, values and motivations.
2. To include what they can expect from our service, community groups, activities and services you are connecting them to and what they can do for themselves to improve their health and wellbeing. To conduct regular reviews to establish progress and to amend the plan as required.
3. Help individuals identify the wider issues that impact on their health and wellbeing such as debt, living conditions, unemployment, loneliness and caring responsibilities and work with them to identify actions that will lead to positive, sustainable change .
4. As the main point of contact throughout an individual's journey with the service, provide continuity and a coordinated experience of care.
5. Forge strong and collaborative relationships with local VCSE organisations, community and neighbourhood level groups to create a menu of new and existing networks for individuals to connect with. To build on these relationships to develop their knowledge of working with people, who have lived experience of a mental health condition and to encourage referrals to BAND.
6. Work with the BAND team to develop and support a volunteer workforce sufficient to ensure regular delivery of the service. Appropriately match volunteers to people actively engaged in the service with the aim of providing on-going support



7. Contribute to the delivery of our mental health and wellbeing training programme (Ways to Wellbeing, Living Life to the Full and Volunteer training)
8. Ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults. Seek advice and support from your line manager and/or identified individuals to discuss patient-related concerns and risk (e.g. abuse, domestic violence, escalated mental health).
9. Work with your line manager to continually pursue personal and professional development, taking an active role in regular supervision and appraisal processes. To ensure regular and robust case management & case recording in line with Family Action Performance Standards.
10. Participate in internal and external meetings and events to promote, support and celebrate the work of the service and agencies
11. Produce quarterly reports that are outcome focussed and comprehensively detail progress.
12. Undertake own administration and keep timely and accurate records whilst at all times adhering to GDPR, confidentiality and information sharing protocols and provide monitoring information as required.
13. To be able to evidence Family Action's values at all times:
  - a. **people** focused
  - b. Reflecting a '**can do**' approach
  - c. Striving for **excellence** in everything we do
  - d. Having **mutual respect** for everyone we work with, work for and support through our services
14. Embrace and implement Family Action's Equality & Diversity Policy in every aspect of your work and positively promote its principles amongst colleagues, service users and other members of the community. A commitment to the principles of co-production, and to work with the team to embed the service user voice within all aspects of service delivery
15. Comply with Family Action's Health and Safety and Data Protection policies and protect your own and others' health, safety and welfare.
16. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

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## PERSON SPECIFICATION

Education, Qualifications & Background	
1.	Qualification at level 3 or above in Health, Social Care or Mental Health and a commitment to continued learning and professional development <i>or</i> comparable demonstratable experience.
Experience	
2.	Experience of working in a mental health setting
3.	Experience of conducting strengths based, holistic assessments and developing personal action plans, reviewing and monitoring progress and managing positive endings
4.	Experience of working with, supporting volunteers and delivering training
5.	Experience of working in person centred, solution focused manner utilising evidence based approaches.
6.	Track record of partnership working
Knowledge & Skills	
7.	Strong interpersonal, consultation and holistic assessment skills.
8.	Knowledge of mental health conditions and strategies to improve health and wellbeing, plus an understanding of the social and emotional determinants to mental health and the impact of ill health, deprivation and discrimination on communities and individuals.
9.	Working knowledge of the welfare benefits systems, housing systems and welfare grants and the ability to signpost service users. Knowledge of the local area and community resources.
10.	Knowledge and understanding of safeguarding processes and procedures, and the ability to implement as necessary
11.	Effective communication, presentation and record keeping skills, with the ability to collate data in accessible formats for service users and write comprehensive reports for a variety of stakeholders.
12.	Excellent ability to work autonomously to effectively plan and prioritise work, adapting to new models of working in a confident and professional manner.
13.	Proficient in Microsoft Office and client management systems, with strong IT and administration skills.
Values	
14.	Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by: Being people focused Reflecting a 'can do' approach Striving for excellence in everything we do Having mutual respect for everyone we work with, work for and support through our services
15.	Be committed to equal opportunities and uphold and comply with Family Action's Equality & Diversity policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.
In addition	
16.	Willing to work hours in a flexible way, including evenings and weekends as required to meet the needs of the service.