



Job Title: Wellbeing Assistant (bespoke JD)

Reporting to: Community Services Manager

Location: Saffron Walden

Hours: 10 hours per week (subject to 4 weeks trial period)

Pay: £ 10.11 per hour

The organisation:

Mind in West Essex is a local, independent mental health charity. We affiliate to Mind (the National Association for Mental Health) a charity with which we share common values and principles.

Our vision is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

Mind in West Essex welcomes applications from people with their own personal experience of mental ill health.

Purpose of the Job:

The main objective is to promote the social inclusion and increased community activity of people aged 18 to 65 who are experiencing mental ill health. The Wellbeing Assistant will support people to access and maintain contact with mainstream services, resources and facilities. The Wellbeing Assistant will facilitate the service users to achieve the goals identified in their Self Directed Support Plan and include work in the following life domains:

- Access to the community
- Everyday tasks ie food, maintaining a home
- Relationships and family
- Risk and safety including health and others
- Support and advocacy

Key Task Areas and Responsibilities:

- Flexible Personal Assistant needed to support a 20-year-old male with high

functioning autism, co-morbid with severe anxiety disorder including panic attacks and depression; to access the community, gain independence from relatives, access employment and support communication and social skills.

- Over time build a safe/trusted report with the client, to enable them to leave the house.
- To support and navigate the client through situations they find difficult. At times this may mean speaking on their behalf.
- Encourage new activities in the community
- To support the client with managing panic attacks when out, with assistance to negotiate and monitor a situation and calmly take control, even escorting the client away from a situation, if necessary, to prevent further distress.
- Understanding is required from the applicant if the client is unable to participate in planned activities on the day, due to his inconsistent Mental Health.
- To support the client with their Emotional Support Dog to access the Community:-
- Competent, experienced driver with own transport, as client will require being driven to venues; occasionally long distances, but no more than two hours.
- To maintain records and prepare and present reports and statistical information in line with the requirements of the service.
- To comply with all Mind in West Essex policies and procedures such as Equal Opportunities, Confidentiality and Safeguarding.
- To undertake risk assessments in accordance with Mind in West Essex's Risk Management policy

Person Specification:

Essential

- Flexible working
- Able to work with large dogs
- To have a current driving licence and use of a car for work purposes this is to include driving clients to activities
- Initiative, self-motivation and the ability to self-manage the workload.
- Excellent communication skills – face-to-face, telephonic and written
- Competence in working with Microsoft Word and a willingness to develop skills in other programmes.

- Experience and fluency in the use of e-mail and the internet both as communication and research tools
- Empathy with and understanding of the needs of vulnerable people.
- Excellent organisational skills.
- The ability to keep accurate and concise records
- A positive and creative attitude towards problem solving.
- The ability to develop and maintain constructive relationships even when resolving conflict, including issues around resourcing
- Commitment to develop skills and knowledge associated with Support Planning and delivery of support services
- Experience of working with young vulnerable Adults with Autism Spectrum Disorders and Anxiety is essential.
- Ability to partake in activities of interest with client

Desirable Criteria

- Knowledge and experience of mental health services.
- Familiarity with the geography of West Essex.
- Experience of working within the voluntary sector.
- Experience of undertaking risk assessments
- Experience of working with people to maintain Support Plans
- Evidence of recent training to improve skills
- A relevant, recognised qualification. E.g. NVQ,

This Job Description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates.