

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Headlight - Mental Health Support Worker – fixed term contract to 31 March 2020</b>
<b>Hours:</b>	<b>17 per week</b>
<b>Pay</b>	<b>£24,050 per annum – pro rata for 17 hours per week</b>
<b>Location:</b>	<b>Honiton</b>
<b>Reporting to:</b>	<b>Headlight Manager</b>

### Main Job Purpose:

1. Support young people aged 13-24 with mental health issues who attend Headlight activities - primarily in Honiton but providing occasional cover for sessions at other Headlight sites in East Devon.
2. Recruit, train and support a group of Youth Mental Health Champions in tandem with Honiton Community College mental health leads.
3. Support meetings of a young people led Honiton Youth Mental Health Forum, providing specialist input and support as required
4. Organise and run series of workshops for young people, parents and carers e.g. 'anxiety', 'self worth', 'self harming', '.
5. Liaise with young people, parents, referrers and external agencies, in particular Honiton Community College, relating to the development of youth mental health services in Honiton .

### Main Duties and Responsibilities:

#### Support to individual young people

1. Be the first point of contact for young people joining Headlight in Honiton and hold initial meetings with young people and, if relevant, their parents/carers to assess the young person's mental health support needs.
2. Carry out one to one meetings with young people attending Headlight activities in Honiton on a quarterly basis (or as required) and maintain records and assessments for evaluation and monitoring.
3. Liaise and make referrals to other support agencies who are able to provide support/appropriate services for the client group; this would be in agreement with the young person.
4. Liaise with external agencies, schools, statutory and other health providers, with the full consent of young people, regarding any relevant issues which may arise.

5. Lead on any safeguarding issues which may arise and liaise with Manager and other colleagues as appropriate.

### **Youth Mental Health Forum Support**

6. Recruit and train Honiton Youth Mental Health Champions as volunteers to support young people in Honiton
7. Provide specialist input to support the development of a Youth Mental Health Forum in Honiton
8. Assist with the planning of meetings, activities and workshops which support the mental and emotional wellbeing of young people, in partnership with the Honiton Youth Mental Health Forum, Action East Devon Research and Development Officer, Headlight Manager, including risk assessment of activities.

### **General**

1. Work as part of the Headlight team in East Devon to ensure that the service supports the emotional and mental wellbeing of young people and enables them to have better life chance.
2. Attend team meetings; clinical supervision; appraisal meetings; and 1:1 meetings with Manager as required.
3. Work within all policies and procedures of the organisation.
4. Record work on data base and carry out other administrative tasks or promotional work as required.
5. Carry out any other duties that might reasonably be required of this post.
6. Attend training to maintain good practice and as part of agreed personal development needs.

# PERSON SPECIFICATION

## Headlight - Mental Health Support Worker

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of one year's experience of working with young people aged 13-18 and/or 18-24.</li> <li>• Experience of working with young people experiencing mental health issues.</li> <li>• Experience of working with young people in groups and individually.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of liaising with other professionals within young people's services and within mental health services</li> </ul>
<b>Skills, Knowledge and Abilities</b>	<ul style="list-style-type: none"> <li>• An understanding of the issues affecting young people with mental health issues.</li> <li>• Excellent verbal, written and listening skills; able to communicate effectively with a range of people.</li> <li>• Ability to assess the needs of young people with mental health issues; and to assist the young person to develop their own action plan to meet their needs.</li> <li>• Ability to initiate, plan, organise and deliver activities/pieces of work.</li> <li>• Ability to work unsupervised and manage time effectively</li> <li>• Knowledge and understanding of safeguarding</li> <li>• Knowledge of and commitment to equality and diversity</li> <li>• Understanding of issues around confidentiality and data protection</li> <li>• Competent in the use of IT (e.g. Microsoft Office suite; databases); and experience of using social media.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of local services and organisations that support young people</li> <li>• Understanding of health and safety, including risk assessments, in relation to working with young people.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Significant experience and/or recognised qualification in (or working towards): Teaching, Mental Health, Youth and Community, Social Work, Counselling.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 GCSEs or O Levels, including English and Maths.</li> <li>• Hold a current first aid certificate</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Full valid driving licence and use of a car or have ability to travel for the purposes of this role</li> <li>• Willingness to undertake training to ensure best practice and for personal development as appropriate</li> </ul>	

