

Reports To:	Wellbeing Centre Manager/Wellbeing Co-Ordinators
Direct Reports:	Wellbeing Advisor Volunteers/students
Key Relationships	Wellbeing Staff, Service users, Carers, Wellbeing staff Delivery partners, Health and Social care providers and other key stakeholders.
Location:	The Wellbeing Centre, 31 High Street, Gosport.
Hours:	12 hours Per Week (Thursday 9am-4:30pm and Friday 9am-2pm)
Salary Range:	£8,100.00 to £8,725.95 (£24,975 to £26,905 full time equivalent) per annum – Solent Mind band B

Purpose:

Solent Mind is the provider for well-being services in the Solent localities. The Wellbeing Centres will provide a range of face to face 1-1 support, groups and courses to people in the locality experiencing mental health issues.

The Senior Wellbeing Advisor will support service users to reach independence and wellbeing with the aim of enabling them to achieve goals and improve mental wellbeing.

MAIN RESPONSIBILITIES

To undertake a programme of 1-1 work, groups and courses, (face to face, telephone and zoom sessions) with clients, using the recovery star and various tools to find the best possible programme of work to enable service users to better manage their mental health and set them on the road to recovery.

To facilitate courses and workshops, on their own or with another centre worker, or volunteer, offering structured recovery focused groups.

To carry out assessments of service users and to be able to signpost to various services if not suitable for our service.

To be able to identify risk and safeguarding issues and report these to the line managers/service manager.

Key Duties

- To be welcoming and create a relaxed and purposeful atmosphere for the service user.
- The advisor will support the service user in their recovery journey.
- To facilitate and deliver 1-1 work and structured courses and groups.

- Supporting the service user to obtain information and advice that will assist in the achievement of identified goals.
- To share with other staff of the wellbeing centres and other agencies as appropriate information regarding the service user's wellbeing in line with Solent Mind policies and procedures.
- To maintain records in line with policies and procedures.
- Ensure that any income and expenditure is recorded and receipted in accordance with financial procedures and within delegated authority levels.
- To attend relevant meetings related to the provision and delivery of Wellbeing services and to feedback relevant information to the Wellbeing Centre Manager and other staff.
- To identify innovative ways of developing and improving the service.

Internal And External Liaison

- Share appropriate information under Solent Mind's Confidentiality and Risk Assessment Policy.
- Develop and maintain good working relationships with associate organisations which share the building.
- Develop links and maintain good relationships with local community.
- Attend staff meetings and supervision as required.
- To keep up to date with online training on the LEARN ZONE.

General

- To uphold the aims and values of Solent Mind.
- To contribute to the ongoing development of the service and to best practice.
- To work within Solent Mind policies and procedures.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both mental health and the Primary Care Services.
- All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, patients and the general public.
- All employees have a responsibility to prevent abuse and neglect and report concerns.
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current Data Protection legislation and Security and Confidentiality Policies.
- Undertake not to abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

This list is non exhaustive and other duties may be required to be undertaken to meet the needs of Solent Mind



PERSON SPECIFICATION

Senior Wellbeing Advisor
(Fareham and Gosport)

Requirement	Essential or Desirable
<p>Qualifications/Education/Training: Educated to a minimum level 2 standard or extensive relevant experience.</p>	Essential
<p>Experience: Experience of working with vulnerable people with diverse needs. Experience of working in a mental health setting. Personal experience of mental health problems.</p>	Essential Essential Desirable
<p>Knowledge/Skills/Competencies: Good local knowledge or the ability research and identify appropriate community resources. Having a positive attitude to people from diverse backgrounds. Knowledge of links between physical health and mental health. Good written and verbal communication skills. Intermediate I.T. skills. Able to manage risk and conflict. Able to work on own initiative and within a team.</p>	Essential Essential Desirable Essential Essential Essential Essential
<p>Other: Ability to work flexible hours including weekends and bank holidays. Commitment to Solent Mind's values. Commitment to Solent Mind's Equal Opportunities and Diversity policies. Willingness to undergo a relevant DBS Check if required.</p>	Essential Essential Essential Essential

Date job originated: March 2017
Date job reviewed: January 2022
Reviewing Manager: Caroline Payne

