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| Reports To: | Primary Care Team Leader/ Wellbeing Service Manager |
| Direct Reports: | Peer support workers (primary care), students and volunteers |
| Location: | Costal PCN |
| Hours: | 18.5 hours per week (include some weekends and evenings) |
| Salary: | £26,905 to £29,560 pro rata per annum (SM Band C) |
| Contract: | Permanent |

Purpose:

Solent Mind delivers Wellbeing services across Hampshire, including Eastleigh, Winchester, Fareham and Gosport and the New Forest. The PCN Wellbeing Advisor will work across all surgeries within their allocated PCN and within the wellbeing service for training, support and supervision

The Wellbeing Advisor PCN will be responsible for looking after their own case load. You will be providing support through 1 to 1 skills-based work. This will enable people to better manage their own low level of mental health in the longer term. Good IT skills are required and you will know how to record and share appropriate data as per Solent Mind and PCN requirements.

There will be a full training and induction package for this post.

Principal Accountabilities:

- Complete assessments with patients who are seeking support from the service. In this, they gather information about the Patient's mental health, as well as their wider circumstances, to inform a plan for support.
- Undertake one-to-one work with patients as per the plan of support identified in assessments.
- Develop a clear plan of work to best benefit your patient.
- Review the work being completed with the patients regularly.
- Attend supervision with the team leader on a regular basis.
- Be knowledgeable about the service in the area in order to signpost Patients to the relevant service.
- Maintain patients records in line with policies and procedures.
- Maintain good working relationships with patients, colleagues and other agencies.
- To be welcoming and supportive to all members of the public who enter the surgeries on a day-to-day basis.
- Attend staff meetings and training days regularly and attend meetings both in the Wellbeing Centre and the PCN.

- To share information in line with policies and work with other agencies to support service users.
- To work within the policies and procedures at Mind.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific patient group and mental health.
- Identify unsuitable patients and discuss with the team leader.
- Report to team leader regularly with any concerns.
- Adhere to safeguarding policies across Solent Mind and the PCN.
- Keeping up to date spread sheets of patients.
- Learning both recording systems – EMIS/CRM/Citrix and the requirement system of recording at each PCN.
- Fulfil required recordings of patient data in line with both Solent Mind and PCN..
- Attendance at MDT meetings.
- Developing relationships within the Wellbeing Service and the surgeries within your PCN

Internal and External Liaison:

- Develop and maintain good relationships with staff from the Health and Social care agencies, PCN's and other key partners, sharing appropriate information under Solent Mind's Confidentiality and Risk Assessment Policy.
- Develop and maintain good working relationships with all people which share the building.
- Develop links and maintain good relationships with local community.

General:

- Adhere to the aims, values, policies and procedures of Solent Mind, particularly safeguarding and health & safety.

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



PERSON SPECIFICATION

Wellbeing Advisor - PCN

| Requirement | Essential or Desirable |
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| Qualifications/Education/Training: Educated to NVQ level 3 or equivalent or extensive experience | Essential |
| Experience: Experience of working with vulnerable people with diverse needs Experience of working in a mental health setting Experience of individual needs assessment Experience of mental health problems Experience of working in partnership | Essential Essential Essential Desirable Essential |
| Knowledge/Skills/Competencies: Ability to research and identify appropriate community resources Understanding of diversity issues Knowledge of links between physical health and mental health Excellent written and verbal communication skills Intermediate I.T. skills – Word, Outlook, Excel Ability to assess and manage risk and conflict Able to work on own initiative and within a team Having a positive attitude to people from diverse background | Essential Essential Desirable Essential Essential Essential Essential Essential |
| Other: Ability to be flexible and cover hours including weekends and bank holidays Ability to work between various settings and expectations Commitment to Solent Mind’s values Commitment to Solent Mind’s Equal Opportunities and Diversity and Inclusion policies Willingness to undergo a relevant DBS Check if require | Essential Essential Essential Essential Essential |

Date job originated: January 2015
Date Job Reviewed: January 2025
Reviewing Managers: Emma Deacon

