



Solent Mind - Job Description

Job Title: Weekend Support Advisor (Hythe & New Milton)

Purpose: Solent Mind is the provider for wellbeing services in the New Forest localities. The Wellbeing Centres will provide a range of activities and support to service users both in the centres and in the community and group based activity.

The Weekend Support Advisor will support service users to reach independence and wellbeing through group and community support with the aim of enabling service users to achieve a greater independence.

Reports To: Weekend Support Co-Ordinator

Direct Reports: None (may provide some support to volunteers)

Key Relationships: New Forest Wellbeing Service, Service users, Carers, Delivery partners, Health and Social care providers and other key stakeholders.

Location: New Forest Wellbeing Centres
Marcella House (Hythe)
The Hollies (New Milton)

Hours: 1 x Role - 12 Hours Every Other Weekend (Hythe)
3 x Roles - 12 Hours Every Other Weekend (New Milton)
(Every weekend considered For New Milton only)

Salary Range: £16,970 to £18,275 Pro Rata Per Annum (SM PP 13-16)

Main Responsibilities

- Welcome the service user into the centres, helping to create a relaxed and purposeful atmosphere.
- In conjunction with the Weekend Support Co-Ordinator, support the service user in meaningful activities within an agreed programme.
- Facilitate and deliver agreed group activities within the centres and in community settings.

- Assist the service user to be able to access local community activities.
- Support the service user to obtain information and advice that will assist in the achievement of identified goals.
- Share with other staff of the wellbeing centres and other agencies as appropriate information regarding the service users' wellbeing in line with Solent Mind policies and procedures.
- 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.
- 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.

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 and to complete all necessary training.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both mental health and Primary Care Services.
- All employees have a duty and responsibility for their own health and safety and the health of 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



Solent Mind - Person Specification

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

Date Job Originated: February 2015
Date Job Reviewed: August 2020
Reviewing Manager: Diane Hannam



DBS NOTE TO APPLICANTS

Disclosure & Barring Service And Recruitment Of New Staff

Solent Mind has registered with the Disclosure & Barring Service (DBS), previously known as CRB, in order to make safe, well informed recruitment decisions. We are ensuring that all our relevant policies meet legal and best practice requirements.

We have assessed the post of:-

WEEKEND SUPPORT ADVISOR

As requiring an:-

Enhanced & Barred level of disclosure.

All convictions, including convictions which would otherwise be "spent" under the Rehabilitation of Offenders Act 1974, must be disclosed for the purposes of this job application.

Solent Mind will determine the relevance of any convictions to the post applied for in line with guidance from the DBS.

Any applicant who is offered employment will be subject to a DBS check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. Applicants will have the opportunity to discuss any disclosure information before a final decision is made as part of the post interview process.