

## **JOB DESCRIPTION**

### **Wellbeing Assessor (Totton Primary Care Network)**

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**Purpose:** Solent Mind is a partner in the new Primary Level Mental Health Service covering Totton Primary Care Network comprising New Horizons (formerly Forestgate and Totton Heath Centre) and Testvale GP surgeries. This service will enhance the support which GP practices are able to offer their patients with a range of mental health issues through a collaborative and integrative approach.

The Wellbeing Assessor will be a key member of a team which will comprise a GP Clinical Lead and have direct input from psychological services, peer support and social prescribing together with support from specialist mental health and adult social care services.

The Wellbeing Assessor will see people on an individual basis to understand their current situation and to identify the most appropriate support for them.

**Reports To:** Wellbeing Manager / Programme Lead (Wellbeing & Recovery)

**Direct Reports:** None

**Key Relationships:** Partners within the Primary Level Mental Health Service, other staff within the GP network, Solent Mind staff and volunteers, support services, other delivery partners and key stakeholders

**Location:** GP Practices within the Totton Primary Care Service

**Hours:** 18.5 Hours Per Week (Wednesday To Friday)  
(may include Saturday mornings, some evenings and public holidays)

**Salary Range:** £19,880 To £21,409 Pro Rata Per Annum (SM PP 18-21)

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#### **Main Responsibilities**

To undertake assessments of patients from the Totton Primary Care Network comprising New Horizons (formerly Forestgate and Totton Health Centre) and Testvale GP surgeries in order to identify individual needs and appropriate support from the Primary Level Mental Health Service or within the community.

To work collaboratively with other partners in the Primary Level Mental Health Service.

## **Key Duties**

- To engage with patients and undertake initial assessments in order to identify individual needs and goals.
- To meet with patients on an individual basis to monitor agreed plans and progress towards achieving identified goals.
- To help patients develop tools and strategies which will enable them to better manage their own mental wellbeing.
- To provide information which promotes mental wellbeing and to contribute to health promotion activities across the network.
- To attend meetings of the multi-disciplinary primary level mental health team which will focus on the most appropriate support for individual patients.
- To record progress on patient records using the EMIS (or equivalent) system in line with GP practice/NHS IT Policy and Procedures and Solent Mind Policy and Procedures.
- To encourage patients to access facilities, groups and other resources within the local community.
- To share with other staff within the primary level mental health service and other agencies as appropriate information regarding the patient's wellbeing in line with Solent Mind policies and procedures.
- To gather feedback from patients via questionnaires and face-to-face discussions as appropriate.
- To attend relevant meetings related to the provision and delivery of the Primary Level Mental Health Service and to feedback relevant information.
- To participate in supervision and annual appraisal meetings and to attend Solent Mind meetings as appropriate.
- To attend relevant training opportunities and workshops in line with identified development needs.
- To contribute to the development and improvement of the Primary Level Mental Health Service.

## **Internal and External Liaison**

- Share appropriate information under Solent Mind's Confidentiality and Risk Assessment Policy.
- Develop and maintain good working relationships with other staff within the Primary Care Network.
- Develop links and maintain good relationships with local community organisations.

## **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**

## PERSON SPECIFICATION

### Wellbeing Assessor (Totton Primary Care Network)

Requirement	Essential Or Desirable
<p><b>Qualifications / Education / Training:</b></p> <p>Educated to a minimum level 2 standard or extensive relevant experience.</p>	Essential
<p><b>Experience:</b></p> <p>Experience of working with vulnerable people with diverse needs.</p> <p>Experience of working in a mental health setting.</p> <p>Personal experience of mental health problems.</p>	Essential Essential Desirable
<p><b>Knowledge/Skills/Competencies:</b></p> <p>Ability to work on own initiative and within a team.</p> <p>Good written and verbal communication skills.</p> <p>Intermediate I.T. skills, including Microsoft Office.</p> <p>Ability to understand and assess risk.</p> <p>Ability to self-reflect and learn from experience and specific situations.</p> <p>Having a positive attitude to people from diverse backgrounds.</p> <p>Experience of using assessment tools.</p> <p>Good local knowledge or the ability to research and identify appropriate community resources.</p> <p>Knowledge of the links between physical health and mental health.</p>	Essential Essential Essential Essential Essential Essential Desirable Desirable Desirable
<p><b>Other:</b></p> <p>Ability to work flexible hours including weekends and bank holidays.</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

<p><b>Date Job Originated: November 2019</b></p> <p><b>Date Job Reviewed:</b></p> <p><b>Reviewing Manager: Elizabeth White Ripley</b></p>
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## **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:-

### **WELLBEING ASSESSOR (TOTTON)**

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.