

Project Worker: Upper Valley

Job Description

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| Job title: | Project Worker: Upper Valley |
| Responsible to: | Team Leader, Upper Valley |
| Salary: | NJC pt 26, £23,866 pro rata (£13,365 actual gross) + 5% pension |
| Contract: | Funded until January 2021 |
| Hours: | 21 per week |
| Annual Leave: | 25 days pro rata + 8 public holidays |
| Based: | Todmorden office (Healthy Minds' main office is in Halifax and travel will be required) |

This post is subject to an enhanced DBS check.

Background:

Healthy Minds (Calderdale Wellbeing) has been commissioned by Community Foundation for Calderdale to provide a range of support for people in the Upper Valley area to address emotional health and wellbeing.

Healthy Minds has a strong track record of delivering peer support through groups, courses and workshops, mental health education in schools and communities, volunteer support and development, welfare rights and employment support.

As part of a team that includes existing Healthy Minds staff you will work across Calderdale.

Job Summary:

As part of a team, development and delivery of a range of support options to improve and maintain emotional health and wellbeing for people in the area. Co-production and partnership working are essential principles for this role.

Main tasks:

Within a team approach, to support the development and delivery of a range of accessible activities, recruiting and liaising with potential participants about their needs and expectations:

Mental health information, support and sign-posting drop-in services:

- Helping people to identify what information, support and advice they need
- Supporting people with signposting and referrals to appropriate services, with assistance / informal advocacy if required
- Developing and maintaining up-to-date information resources, knowledge of services and links with other providers

Mental health peer-support groups:

- Facilitating sessions, with a view to encouraging group members to take on organisational tasks and co-facilitate groups
- supporting group members to manage conflicts or difficulties and to engage with group activities

Mental health recovery courses and workshops:

- Working alongside people with lived experience, co-produce and deliver courses and workshops on themes that address identified needs
- Recruiting and liaising with potential participants to ensure courses are appropriate to their needs and expectations

Mental health education sessions in primary and secondary schools, community organisations, groups and workplaces.

- Generating and administering workshop bookings
- Recruiting, supporting and training volunteers to develop the skills and confidence to participate in developing and delivering workshops and resources

Project-wide:

- To be involved in the production of marketing materials and the promotion of services
- To respectfully and supportively engage with service-users and potential service-users, understanding that their experience counts
- To promote the service within the voluntary and community and statutory sectors, representing Healthy Minds at partnership and strategic meetings as required
- To undertake monitoring and evaluation, which actively involves participants
- To prepare information as requested for management and stakeholders

General Work-related Expectations:

- To ensure that Recovery is at the heart of what we do
- To take an active role within the project team, and within the whole Healthy Minds team
- To be willing and able to share skills, knowledge and experience across the team
- To work within Healthy Minds' service-user-led values, ethos and vision
- To work in accordance with all Healthy Minds' policies and procedures
- To be actively responsible for Healthy Minds' resources
- To be responsible for undertaking training and continuous personal development
- To participate in regular supervision
- To be responsible for all personal admin and organisational tasks
- To comply with all relevant legislation
- To undertake any other duties as reasonably required, appropriate to the post