

JOB DESCRIPTION

Job Title: Mental Health & Wellbeing Worker (Level 2)

Responsible to: Line Manager

Job Purpose:

To deliver a wide range of centre based, virtual, and outreach mental health and wellbeing interventions to benefit women whose wellbeing has been affected by issues including but not limited to: mental -ill health, domestic abuse; family issues; involvement with the criminal justice system; or, being part of a minority community. To work according to the vision, aims, values and strategic objectives of Tyneside Women's Health.

Key Tasks:

To deliver interventions to enhance women's capacity to engage with Tyneside Women's Health. This role will involve delivery of specific interventions, namely Welcome Sessions, drop in sessions, mental health workshops and courses, and the provision of one to one support as needed. These activities will mainly be delivered virtually using online platforms, with specific interventions delivered in person within Centres.

Main Responsibilities:

1. To promote, plan, develop and deliver accessible mental health interventions targeted at women at risk of disengaging from TWH.
2. To follow up on women at risk of disengaging at regular scheduled intervals offering a range of methods on engaging women back in, including, telephone and face to face support.
3. To promote, plan, develop and deliver accessible mental health, wellbeing and theme based courses, stand-alone workshops, and open access services.
4. To promote, plan, organise and facilitate accessible support groups and activities for women.
5. To facilitate recovery oriented, participation and user led opportunities for and with women
6. To contribute to TWH's overall schedule of mental health and wellbeing interventions, including monitoring and evaluation, and reports to funders and other stakeholders.
7. To undertake one to one assessments with women identifying needs, risks and goals, and to develop support plans with women in response to those assessments.
8. To engage with service users in a person centred, respectful and professional manner.
9. To monitor, evaluate and report on interventions using an outcome based user involvement approach.
10. To raise awareness of women's mental health and emotional wellbeing with health and social care practitioners / trainees, employers and employees, and, the general public.

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11. To signpost and refer women to appropriate internal and external forms of support, in order to meet their needs.
12. To build co-operative links and partnership approaches with other practitioners and agencies to improve opportunities for service users.
13. To maintain accurate, confidential records of service user contacts.
14. To participate in any relevant networking and awareness raising events
15. To provide support to Level 1 and Level 2 Mental Health & Wellbeing Workers, sessional staff, students and volunteers as required.
16. To undertake a range of administration tasks including; responding to email requests, contributing to the organisational database and following finance & access procedures.
17. To participate with team members in the collective responsibility for the smooth running of day to day organisational tasks.
18. To take responsibility for continuous professional development, through participation in supervision & appraisal, team meetings and training, as agreed with line manager.
19. To adhere to all Tyneside Women's Health's policies and procedures, in particular health & safety and protection of vulnerable adults procedures.
20. To undertake other tasks commensurate with the level of responsibility of the post and determined with the Management Team and Board of Trustees of Tyneside Women's Health.

I acknowledge receipt of this job description, and confirm that I understand my duties as described within it. I confirm that I understand my performance at Tyneside Women's Health will be measured against this job description within probationary reviews, one to one supervision sessions and appraisals.

Name: _____

Signature: _____

Date: _____