

**Job Description**

**Young People and Parents Project Worker – initial 12 month fixed term contract**

**Salary:** £11,400 per annum

**Hours:** 15 hours per week, ideally 5 hours Mondays, Wednesdays and Fridays with some in the evening

**Responsible to:** Young People andParents Project Lead

**Liaise with:** Mind in Havering, Barking and Dagenham staff and volunteers, statutory agencies; voluntary sector organisations, clients (parents and young people), carers and members of the public

**Accountable to:** CEO and Management Committee

**Background:**

Mind in Havering, Barking and Dagenham has been commissioned to deliver two programmes to support Young People and Parents affected by Mental Health challenges across both Boroughs.

1. Ready for Adulthood programme - for young people aged 17-25 who do not meet current thresholds for adult services, but are identified as being vulnerable and needing support to make the transition from children services. Through targeted, independence promoting, transitional support, we will enable young people to gain a full range of independence and resilience skills to support them to more effectively manage their own wellbeing, with improved outcomes. We will also support the young people to form and lead their own Peer Support Groups as they complete the structured element of the Programme, to offer each other continued support and friendship.
2. Parent Support Group – a six-week programme for parents of young people (aged 11-25) with mental health challenges. It comprises sessions on mental health awareness, signposting, communication, coping strategies, self-care, parenting styles and a multitude of tips and techniques to support young people. Parents are guided and encouraged to share their experiences, seek support from each other and try out the suggestions made by the Mind facilitators. The parents go on to lead their own Peer Support Groups as they have bonded with each other over common challenges.

Given the mental health crisis amongst young people these are much-needed services.

**Main tasks of job:**

1. To regularly promote the services to local schools/colleges and to other professionals who may wish to refer their clients and to respond to all related enquiries including potential new opportunities.
2. To register the clients and fully understand their challenges and desired outcomes and to support them, on a 1:1 and group basis, as they progress through their programmes. The aim being to empower the clients, enabling greater access and take up of signposted support services, building personal agency and resilience.
3. To liaise with the lead staff member and team to facilitate the planning, scheduling and delivery of all sessions, online and/or face-to-face.
4. To measure the programmes via quantitative data and qualitative feedback which will be regularly monitored and summarised in management reports.
5. To facilitate the smooth and complete delivery of all admin relating to the programmes including associated documentation and materials distributed to all clients on our distribution list.
6. To efficiently carry out administrative tasks relating to the programmes e.g. emails, phone calls, collating and processing information, creating and updating spreadsheets and reports as required by funders and senior management.
7. To attend supervision meetings, team meetings and training as required.

**Duties and responsibilities**

Group sessions feature specific topics, according to attendee needs, and 1:1 wellbeing support is individually tailored. The topics may include the following:

* Identifying and building character strengths
* Boosting confidence and self esteem
* Resilience building strategies
* Anxiety coping strategies
* 5 Ways to Wellbeing
* Parenting styles
* Food and mood
* Communication
* Neuroscience
* Social media
* Self-care
* Signposting for practical support for challenges such as body image, self-harm, suicide ideation, gender dysphoria.

The post holder will also communicate local opportunities and information to young people and parents.

The Young People and Parents Project Worker will work independently in the following tasks, drawing on their own resilience, empathy and experience:

* To provide flexible and/or targeted support on a one-to-one basis i.e. wellbeing calls
* Having responsibility for liaising with other organisations in the best interests of clients
* Assisting in developing and delivering effective monitoring systems
* Taking an active role in project development and work positively with new demands and changes required in the service, building strong and robust working relationships
* Having responsibility for assessing client risks on an on-going basis
* Developing and facilitating sessions on line and face to face
* Share / teach coping, self-help and self-management techniques within the peer relationships
* Help clients identify their own achievable and meaningful recovery goals, providing relevant and up-to date information on physical health and emotional wellbeing
* Implementing services according to specifications and requirements of Mind in Havering, Barking and Dagenham and evaluating such services
* Liaising with the team and management in ensuring best practice and maintaining high quality provision and reporting using Havering Mind databases (Hub/Views system)
* Developing and sustaining effective working relationships with clients, staff and volunteers; maintaining professional boundaries at all times
* Providing information to clients to enable them to make choices about the development of their social network and participation in their local community
* Seek approval for purchasing necessary provisions and managing client contributions, as appropriate
* Working to deliver a service which is sensitive to the different needs of black and minority ethnicity, sexuality or identity and clients with disabilities, and which does not discriminate against any group according to the Equalities Act 2010.

**Location**

The post holder will be working from home and at our Hornchurch office, plus another venue in Havering or Barking and Dagenham according to the locality requirements of the service.

**Requirements in relation to the team:**

1. To attend and participate in regular team meetings.
2. To provide cover on an occasional basis for absent colleagues, and have a lead role in organising inductions and sessions as required.
3. To participate in regular support and supervision sessions.
4. To operate agreed health and safety and security procedures.
5. To share responsibility for security of office premises.
6. To attend appropriate training courses, and participate in skill sharing sessions within the team.

**In relation to other agencies**

1. To represent the organisation at relevant external meetings and inter‑agency forums if required.
2. To liaise with voluntary and statutory agencies to develop good working relationships and promote partnership strategies where appropriate.
3. To be aware of legislation and national policies as they affect clients, particularly in the areas of physical health, mental health, substance use and community care.
4. To take a lead or supporting role in specific initiatives as required.

**In relation to policy and administration**

1. To carry out all necessary administration in connection with assessments and session tasks.
2. To keep case records in order that the organisation can monitor and assess its efficiency and effectiveness.
3. To participate where required, in drawing up policies and procedures.
4. To further the aims of Mind in Havering, Barking and Dagenham and its activities by working within all agreed policies and procedures

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.