

Job Description and Person Specification

for the position of: Mental Health Vocational Advisor – Next Steps Project

Date: March 2024

Hours of Work: 37.5

Base: Bodmin/Flexible working

Salary: £24,121

Contract length: fixed term for 1 year initially.

Application deadline:

Expected start date: March 2024

Job Type: Full-time

Cornwall Mind is committed to working towards a fairer world and does not discriminate against any employee or job applicant on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

**About National Mind**

Society’s attitude to mental health is being transformed, and Mind is at the forefront of that change.

But we won’t stop until everyone experiencing a mental health problem gets both support and respect. We are leading the way in wellbeing at work, reaching over 1 million employees in the last three years, and we will continue to play a central role in holding government to account in England and Wales, demanding the successful delivery of national mental health strategies so that everybody, in every community, feels the benefits. Together, we’ll keep challenging attitudes, influencing government and supporting our diverse community of people those of us experiencing a mental health problem.

## Our vision

We won’t give up until everyone experiencing a mental health problem gets both support and respect.

## Our mission

We provide advice and support to empower anyone experiencing a mental health problem. We campaign to improve services, raise awareness and promote understanding**.**

## Our values

Mind's values are at the heart of everything we do

* **Open** We reach out to anyone who needs us
* **Together** We're stronger in partnership
* **Responsive** We listen, we act
* **Independent** We speak out fearlessly
* **Unstoppable** We never give up

**About Cornwall Mind**

Cornwall Mind was formed by the merger of two smaller Mind organisations in 2020. We are an **independent** CIO (Charitable Incorporated Organisation) responsible for its own income generation and governance. We are aligned with the vision and values of National Mind set out above as part of the Mind Federation.

**We provide opportunities for recovery from mental ill-health and maintaining wellbeing for the People of Cornwall.**

**You can find out more by visiting our website at** [www.cornwallmind.org](http://www.cornwallmind.org)

**Cornwall Mind is funded through diverse means including:**

* **Contracts with statutory bodies such as:**
* **NHS and Cornwall ICS (Integrated Care System)**
* **Charitable Trust grants**
* **Community events and fundraising**
* Donations

**About the Role**

The project works with clients who are temporarily homeless, or rough sleeping, to support them with their mental health needs to enable them to live fulfilling lives and achieve their hopes and ambitions.

This is a partnership project between Cornwall Housing, Cornwall Foundation Trust (CFT), Social Care, MIND, First Light and Pentreath.

**Key Objectives**

Work collaboratively as a multi-disciplinary team, together with the client, the referrer and mental health professionals.

Provide a wide range of interventions to assist clients with daily health and wellbeing needs, building resilience and improving wellbeing, connecting into community resources.

Work with the client to identify vocational (education, training and employment) aspirations and to identify a realistic route to achieving their goals.

Provide practical advice and support to clients, working within a recovery informed approach, taking a holistic view to support people’s recovery to allow them to reach and maintain a rich and meaningful life.

**Main Responsibilities**

To identify client’s vocational aspirations and negotiate a realistic route to achieving them, ensuring that they all have an agreed action plan and are encouraged to follow this plan.

To deliver information, advice and guidance relating to employment at the pace and direction of individual clients, to enable clients to break down barriers to accessing employment.

To deliver coaching and contribute to courses aimed at increasing people’s confidence and skills to help them to gain or retain employment.

To liaise with employers, further education establishments and voluntary organisations to provide opportunities to meet the client’s short and long term goals.

To provide support, and training where necessary for clients and employers on work placements or work trials

To identify and organise suitable potential work placement or work trials and assist in arranging transport to and from placements.

To conduct job search activities directed toward positions that are individualised to the client’s needs.

To encourage access to employment

To monitor and evaluate the progress of clients in consultation with Homeless Vulnerability Liaison Service (HVLS)

To undertake all work respecting the need for confidentiality in line with CFT and Cornwall Mind policies.

To accurately measure and report the health and social care journey of clients.

To maintain accurate and up to date records and reports in line with the Cornwall Council contract and as required by Cornwall Mind.

To ensure that the project overheads are kept to a minimum.

To ensure compliance with all CFT and Cornwall Mind health and safety policies and procedures

**Personal Development**

Remain compliant with mandatory training.

Identify own training needs.

Identify own support needs.

Identify own professional and personal development needs through regular supervisions and annual appraisal.

**Other Duties**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work, which is not specifically referred to above. Such duties however, should not normally exceed those expected of an employee at that grade.

**Additional information**

**DBS check**

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).

**Using a personal vehicle for work**

This is required as part of the job role.

You will need to provide evidence of the following: a full driving licence, insurance with business use, vehicle road tax status and current MOT certificate for vehicles over 3 years old.

**Work hours**

Working hours are between 9:00am and 5.00pm Monday to Friday. We can be flexible with working hours if it meets the project and business needs.

There is no weekend working.

**About You (Person Specification)**

To increase the likelihood of being shortlisted for interview, please try to reference the skills and knowledge below in your personal statement. If you are able to evidence the essential criteria you are more likely to be shortlisted.

|  |  |  |
| --- | --- | --- |
| Skills and Knowledge and Experience | | |
| **Reference:** | **Essential** | **Desirable** |
| E1 | Experience of working within a mental health organisation or supporting people with mental health challenges |  |
| E2 |  | Ability to deliver the service as a standalone intervention and provide psycho-educational skills to enhance maintenance of wellbeing |
| E3 |  | Experience of delivering coaching and training courses to a group of individuals. |
| E4 | Ability to liaise and communicate with colleagues, agencies and the public. |  |
| E5 | Empathetic / excellent listener |  |
| E6 | Organised and good time management |  |
| E7 | Excellent professional boundaries and ability to maintain confidentiality |  |
| E8 |  | FE/HE qualification in relevant area |
| E9 | Ability to assess clients for suitability and make appropriate onward referrals when necessary. |  |
| E10 | A strong team player able to proactively work on own initiative and respond positively and flexibly to change. |  |
| E11 | To hold a valid UK driving licence |  |
| E12 | IT Skills Word, Excel, Teams |  |

Key Accountabilities

Key Responsibilities

Expectations

**About You**

To increase the likelihood of being shortlisted for interview, please try to reference the skills and knowledge below in personal statement.

|  |  |  |
| --- | --- | --- |
| Skills, Knowledge, Experience and Behaviors | | |
| Reference: | Essential | Desirable |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 | Knowledge of importance of confidentiality and safeguarding. |  |
| 10 | Be able to travel around Cornwall as required (public transport encouraged where practical and/or have a driving license and access to vehicle) and the ability to communicate with colleagues using appropriate video technology. |  |

**Successful candidate will be required to obtain a DBS check**