



Families in Mind – Parental Mental Health Worker – Job Description, Person Specification & Competencies

Name of Employee	
Date of Issue	
Department/Location	Families in Mind – Children, Young People and Family Services
Reporting Line	Parental Mental Health Manager
Grade / Hrs / Duration	Grade 3
DBS – Level Required	Enhanced
Location/s	Some home-working may be possible but as face-to-face work with service users is a requirement of role, working in a range of locations and sites in Worthing, Adur or Arun is necessary and some areas may be specified. Worker will have a main base/location but may be required on occasion to work in other team locations. Travel expenses paid for travel beyond specified service base/location.
Job Summary	
<p>Families in Mind is a West Sussex Mind (WS Mind) project which aims work in partnership with parents and a range of community services and projects supporting families to improve the mental health and wellbeing of parents of young children. The service offers support to parents age 16 and over – before they have a child, once their child is born and until their child or children reach school age.</p> <p>The role of the Parental Mental Health worker involves:</p> <ul style="list-style-type: none"> • Developing relationships and partnerships with a range of community groups and services supporting families. • Planning and delivering structured face to face and video conference group sessions to parents to support positive mental health and wellbeing. • Offering time-limited, recovery-focused 1:1 support (in person, by phone, or video) to develop strategies to manage challenges with accessing group support. 	
Scope & Accountabilities	
The role will supervise Families in Mind peer support worker(s) and volunteers. The role is required to work independently in community settings without on-site management or supervision.	
Key Tasks	
<ol style="list-style-type: none"> 1. To develop relationships and partnerships with local community groups and services working with families to ensure they know about the service and to develop and offer the service from within these settings. 2. To develop, plan and publicise a range of activities/groups across the area from a range of locations. 	

3. To develop and provide information and publicity about services and support for community groups and new service users including promoting the service on social media.
4. To process referrals including a face to face, telephone or video-call initial assessment of needs and to prepare with service users a personal support plan to meet each parents' needs and goals.
5. To set up and run face to face and video conference groups and programmes of support which facilitate self-management and improving health and wellbeing, including peer support, group activities and discussion.
6. To provide face to face, phone and video call support to service users as required.
7. To provide support to service users to access appropriate opportunities in the community to meet their identified needs and goals using peer support worker(s) and volunteer(s) to facilitate this.
8. To actively contribute to a team approach and work to tackle inequalities and ensure that the service user group reflects the diversity of local community.
9. To ensure that WS Mind's policies around safeguarding adults and children are effectively delivered within the service.
10. To represent the service at and attend local meetings with external partners and stakeholders and within WS Mind organisational meetings.
11. Alongside the parental mental health manager, to lead effective communication with the staff team and be responsible for facilitating effective team working.
12. To record all work accurately, effectively and in a timely way on Charitylog database.
13. To ensure the completion of other administrative tasks and financial records.
14. To provide written and verbal reports as required.
15. To undertake any other tasks and duties as required in order to meet the requirements of the service.
16. Ensure data protection policy and procedure requirements are met.
17. Adhere to all policies and procedures of WS Mind.
18. To contribute to creating a safer working environment for yourself, your colleagues and service users. To this effect, you should, as a minimum, follow safety rules, engage in safety training and report incidents or hazards.

Person Specification - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

Essential Experience/Qualifications
<ul style="list-style-type: none"> • Strong evidence of previous training or learning (formal or informal) which relates to supporting adults who have mental health needs is essential for this role along with good literacy, IT, Digital and verbal communication skills.
Preferred Experience/Qualifications
<ul style="list-style-type: none"> • Any formal qualifications or training in relation to social care, health, teaching, counselling etc are very desirable for the role.
Professional & Technical Knowledge, Skills and Abilities
<ol style="list-style-type: none"> 1. Knowledge, skills and abilities regarding working with people with mental health problems and supporting families. 2. Knowledge regarding early years services and effectively supporting child development.

3. Appropriate knowledge, skills and abilities in relation to safeguarding adults and children.
4. Broad knowledge, experience and/or training in working with service users on a one to one basis and in groups using appropriate theories, methods and skills in order to promote individual service users' ability to better manage their problems and difficulties.
5. Able to work with service users to construct good assessments of needs for services/personal development.
6. A good knowledge and understanding of leading groups, working with groups and managing group dynamics.
7. Knowledge of and a commitment to user led services, proactively tackling inequalities and able to facilitate a recovery focus model.
8. Ability to travel to sites across West Sussex - independent means of transport preferred.
9. Ability to effectively use social media, Digital and IT systems to support service users, share information, record and report on activity.
10. Skills and abilities around working in partnership with others/multi-agency working in the community to provide support.
11. Highly motivated and able to learn and understand new concepts and apply new methods, whilst taking responsibility for their own personal development. Willingness to seek advice appropriately, to accept supervision and training as required.

I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

Signed: Staff member		Date:	
Signed: Line Manager		Date:	