



Mental Health Peer Support Worker (Families in Mind) – Job Description, Person Specification

Name of Employee	
Department	Children, Young People and Families
Reporting Line	Parental Mental Health Worker
Grade	Grade 1
DBS – Level Required	Enhanced
Location/s	Some home-working may be possible, but as face to face work with service users and staff is a requirement of the role, you will be required to work in range of locations and sites in Worthing, Adur and Arun. Worker will have a main base/location but will be required 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 (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 well-being of parents of children. Supporting parents prior to having a child, once their child is born and then typically until their child and or children reaches school age. The role of the Families in Mind peer support worker is to:</p> <ul style="list-style-type: none"> • Support the provision of face to face or video conference structured group sessions to parents around mental health and well-being. • Offer individual face to face, telephone or video call structured support around the achievement of specific support plan goals. • Facilitate and develop the giving and receiving of peer support. • To contribute to the achievement of parent's goals and be an active member of the staff team. 	
Scope & Accountabilities	
<p>This role has no line reports/supervisory responsibilities and works with service users/parents under the management of the Parental Mental Health Worker. Guidance and day to day support of volunteers may be required but there is no formal line management responsibility. This Job description reflects the whole scope of work which may be undertaken by this role but what is delivered may be dependent on hours worked.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. To support the Parental Mental Health Worker/s around the provision of structured face to face and video conference group sessions to parents around mental health and well-being including offering practical help around setting up rooms, clearing up, purchasing materials or supplies etc. 2. Under the supervision of the Parental Mental Health Worker to offer face to face, telephone or video-call individual structured support to parents around the achievement of specific support plan goals. 3. To facilitate and develop the giving and receiving of peer support through developing group or social opportunities and activities. 4. To contribute to the achievement of parent's goals and be an active member of the staff team. 5. Regularly update and moderate service Facebook pages. 6. Develop and issue a regular issue of service mail-chimp newsletter. 7. Publicise activities on social media (Facebook and website) and through mail chimp newsletters. 	

8. To follow WS Mind's policies around the safeguarding of adults and protection of children at all times and to alert a more senior member of staff to any concerns.
9. To undertake a range of administrative tasks including recording attendance and activities, booking activities, advertising and promoting activities, dealing with phone enquiries, photo-copying and any other appropriate tasks.
10. To contribute to effective communication within the staff team and be responsible for playing a full part in effective team working.
11. To undertake any other tasks and duties as required in order to meet the requirements of the service.
12. Ensure data protection policy and procedure requirements are met.
13. Adhere to all policies and procedures of WS Mind.
14. 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 Qualifications

- Good literacy, IT, digital and verbal communication skills are needed for this role, although no formal qualifications are essential.
- Evidence of previous training or learning (formal or informal) which relates to supporting adults who have mental health needs is essential for the role, but this could have been developed through personal lived experience of having mental health problems.

Essential Professional & Technical Knowledge, Skills and Abilities

1. Personal experience of caring for children alongside some difficulties with their own mental health.
2. Willingness to use own personal lived experience to provide peer support to other parents alongside clear understanding around setting boundaries to ensure peer support is given effectively and safely.
3. Knowledge around parental mental health and supporting and promoting mental health recovery.
4. Proven skills in providing support to people with mental health problems.
5. Confidence and skills around setting up and leading groups.
6. Well-motivated and able to learn, willing to seek advice appropriately and accept supervision and training as required, to take responsibility for their own personal development.
7. Good written and verbal communication skills, IT and digital skills and good personal effectiveness.
8. A confident and effective communicator with strong listening skills.
9. Good IT skills, can use email and the internet effectively with ability to learn and use digital and social media applications in work.
10. Commitment to making the service inclusive and creating opportunities to involve service users in your work.
11. Team player with ability to work effectively and flexibly within own team, organisation and partners.

Desirable Professional & Technical Knowledge, Skills and Abilities

1. Knowledge and experience of the giving and receiving of peer support

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:	