



**Children and Young People’s Social Prescribing Worker – Job Description, Person Specification**

<b>Name of Employee</b>	
<b>Department</b>	Children, Young People and Families
<b>Reporting Line</b>	Youth Mental Health Manager or Children and Young People’s Social Prescribing Manager
<b>Grade</b>	Grade 3
<b>DBS – Level Required</b>	Enhanced
<b>Location/s</b>	Roles will work in GP practices. Will be assigned to specific practices but on occasion may need to have flexibility to be able to travel to sites across Littlehampton, Chanctonbury, Shoreham, Southwick and Worthing.
<b>Job Summary</b>	
<p>West Sussex Mind (WSX Mind) is a local mental health charity providing mental health support to people of all ages. Within this, local Primary Care Networks have commissioned WSX Mind to provide specific mental health support within GP practices. The role of the Children and Young People’s Social Prescribing Worker is to support GP practices to effectively meet the needs of their young patients who have mental health needs through the provision of direct phone, face to face and video call support to children and parents who contact the practice around their mental health and also by supporting children and young people with mental health problems to access and engage with community support.</p>	
<b>Scope &amp; Accountabilities</b>	
<p>The role may supervise volunteers and is required to work <b>independently</b> in community/practice settings without on-site management or supervision.</p>	
<b>Key Tasks</b>	
<ol style="list-style-type: none"> <li>1. To develop, establish and maintain a regular and agreed presence at a number of specified primary care practices working in partnership with key practice staff to do this.</li>   <li>2. To provide timely telephone, face to face and video call advice, information and social prescribing support to children and young people identified by the practices as requiring this including: <ul style="list-style-type: none"> <li>• Assessing needs and risks.</li> <li>• Supporting children and young people to identify their needs and goals and facilitating the development of personal support and plans with children and young people.</li> <li>• Facilitating and supporting children and patients to access local community resources and services.</li> <li>• Using a range of psychosocial tools and approaches to support children and young people to problem solve and self-manage their mental health.</li> </ul> </li> </ol>	

3. To liaise with and feedback effectively to primary care staff about this work using the practice based/NHS data and information systems to record and share information.
4. To provide advice and information to staff working in primary care practices around CYP mental health, services and support and to maintain an agreed information resource within the practice around this.
5. To maintain accurate and up to date records of work using agreed systems within practices and WSX Mind and to report on work activity as requested.
6. To ensure that practices and West Sussex Mind's policies around safeguarding children and adults are effectively delivered within the service.
7. Where required to promote the service within practices and with primary care patients.
8. Under the guidance of practice managers and WSX Mind manager to take responsibility for developing and overseeing the operation of administrative processes which support the delivery and smooth running of the service including staff rotas, room bookings, collection and monitoring of activity and performance information.
9. To represent the service at local meetings with external partners and stakeholders, as well as within the practice and WSX Mind during organisational meetings.
10. To contribute to business plan development for the service.
11. To undertake any other tasks and duties as required in order to meet the requirements of the service.
12. Adhere to all policies and procedures of the practices and WSX Mind.
13. 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.

<b>Essential Qualifications</b>
<ul style="list-style-type: none"><li>• Strong evidence of previous training or learning (formal or informal) which relates to supporting children and young people who have mental health needs is essential for this role along with excellent literacy, IT and verbal communication skills.</li></ul>
<b>Preferred Qualifications</b>
<ul style="list-style-type: none"><li>• Any formal qualification or training in relation to mental health, counselling or working with children and young people and or with children and young people with mental health problems is highly desirable for the role.</li></ul>
<b>Essential Professional &amp; Technical Knowledge, Skills and Abilities</b>
<ol style="list-style-type: none"><li>1. Significant knowledge regarding working with children and young people with mental health needs.</li><li>2. Broad knowledge, proven skills and/or training in working with children with emotional and mental health needs on a one to one basis using appropriate theories, methods and skills in order to promote ability to better manage their problems and difficulties.</li><li>3. Able to work with children to construct good assessments of needs for services/personal development.</li><li>4. Ability to learn and effectively use digital and IT systems to provide support to patients and share information and record and report on activity.</li><li>5. Skills and abilities around working in partnership with others/multi-agency working to provide support within a health and social care setting.</li><li>6. Ability to travel to sites across West Sussex and work from home if required.</li><li>7. High level of personal effectiveness and excellent administrative and communication skills.</li><li>8. Proactive with the ability to work autonomously, with minimal supervision and manage workload effectively.</li></ol>

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.

<b>Signed:</b> Staff member		<b>Date:</b>	
<b>Signed:</b> Line Manager		<b>Date:</b>	