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Job description

**Wellbeing Practitioner- Personal Health Budget**

Main purpose of the post

Mind in Bradford is looking for dedicated individuals committed to delivering high-quality mental health care and support for the Personal Health Budget service. You will complete 1- 1 Support for Adults facing mild to moderate mental health challenges. The job requires some traveling within Bradford and Craven to meet clients and understand their needs in order to facilitate the personalised care back into the community. This can be done by providing goods or a service to ease their transition of care from inpatient to community services.

Key duties

* Complete 1- 1 Support for adults facing mild to moderate mental health challenges face-to-face and or over the telephone
* Provide support that meets the client needs. This support will be around client well-being, such as employment, welfare and benefits, social housing, money management, social isolation, and bereavement.
* Have a good understanding of support services across the district and signpost clients to relevant services for additional support
* Work effectively with co-workers in other services in Mind in Bradford
* Work closely with finance department and understand MIB financial procedures
* Work in partnership with other services across Bradford District and Craven to ensure the best outcome for clients
* Record information electronically and maintain up to date client records
* Motivate and encourage clients to take steps to achieve positive changes in their lives
* Liaising with the discharge team / social worker and attend meetings with relevant CMHT team
* Take responsibility for ensuring Safeguarding, Information Governance and Equality & Diversity requirements, and all other Company policies are complied with and seek to improve these where possible.
* Work in alignment with the policies, aims, objectives and values of Mind in Bradford.
* Commit to training and self-development and to undertake any training required to carry out the duties of the post.
* Perform any other duties from time to time that may be reasonably required to ensure the smooth running of Mind in Bradford.

**General duties**

* Foster and maintain strong relationships with stakeholders, both internal and external, representing the organisation and facilitating effective communication channels
* Participate in supervision, training, team meetings and company days and complete training related to the role
* Be familiar with and consistently work within and comply with all Mind in Bradford policies and procedures
* Consistently uphold the standards within the Mind in Bradford ‘Code of Conduct’ and ensure that it is followed at all times by staff, volunteers and clients.
* Take responsibility, with colleagues, for ensuring that all Health and Safety, Safeguarding, Information Gathering and Equality & Diversity requirements are met and all other Company policies complied with
* Ensure understanding of and compliance with all Mind in Bradford policies and procedures
* Work in alignment with the aims, objectives, and core values of Mind in Bradford
* Undertake any other reasonable duties or tasks deemed necessary by the senior leadership team

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| Experience | * Experience working with individuals with mental health challenges * Experience working in a mental health setting * Experience supporting individuals in a clear, concise, meaningful and non-judgmental way | * Experience of providing 1-1 support to clients for at least a year who face mental health challenges including complex cases. * Experience of using an electronic recording system for client/patient details |
| Skills | * Excellent proven communication and organisational skills * Ability to work as part of a team * Ability to work alone and use own initiative * Excellent IT Skills, including use of Microsoft Packages and online recording platforms. * Risk assessment and management | * Skills providing support over the phone & F2F in the community * Non-judgemental and supportive interpersonal skills * Ability to manage own caseload effectively |
| Knowledge | * Understanding of current inequalities faced by people with mental health issues * Knowledge of other community organisations and charities in the area alongside inclusion/exclusion criteria. * Understanding of confidentiality and data protection * Understanding of how to maintain professional boundaries | * Understanding of safeguarding best practice * General knowledge of mental health and wellbeing through lived experience |
| Attitude & personal attributes | * Understanding of and commitment to equal opportunities and diversity. * Commitment to providing person centred services. * Understanding that mental health difficulties are a natural part of life. * Understanding of and commitment to the Mind in Bradford values of Partnership, Inclusivity, Empowerment, Excellence and Responsibility. * A non-judgmental attitude in relation to mental illness and its manifestation in behaviour |  |