

Job Description

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| Post | Wellbeing Relief Worker |
| Grade | £13.14 per hour |
| Location | Kenburgh House, Manor Row and Community Locations |
| Responsible to | Service Manager |

About us

Bradford District and Craven Mind is a registered charity with a clear purpose to promote positive mental wellbeing and empower and help people experiencing mental health problems to manage and work towards recovery and fulfilment. We do this through:

- Building community and individual resilience for better mental wellbeing
- Providing early intervention advice and support
- Supporting people in crisis
- Empowering and helping people to recover and sustain improved wellbeing.

Everything we do at Bradford District and Craven Mind is underpinned by our Values, which you will see below.

The information contained in this job description is not exhaustive but will give you an outline of the role and the duties required, and help you understand the role more clearly

Our Values

- **Caring Always** - Be kind and compassionate. Listening to and valuing people.
- **Working Together** – Working together for a shared purpose. Working together to make the biggest positive difference.
- **Supporting Everyone** – Understanding, celebrating uniqueness and respecting all; reaching out, engaging and helping people feel safe.
- **Enabling All** – Making things possible. Giving hope and resources to make positive change.
- **Improving Continually** – Making the biggest positive difference. Listening and being creative to make the biggest positive difference.

Purpose of the post

We are looking for passionate and committed people for this role, which will support the delivery of our district-wide programme of recovery and wellbeing-focused activities. The role will play a key function in designing and facilitating group activities as part of our Wellbeing timetable to adults across Bradford, Craven, Airedale and Wharfedale.

Key duties

- Planning and facilitating groups for mental health recovery that can be delivered at the Bradford Office or in other locations.
- Delivering 1-1 induction and review sessions with clients accessing or wishing to access the Wellbeing service
- Completing individual assessments to identify clients' strengths, goals and areas for development, and recommending suitable activities and support
- To maintain up to date electronic records of support, including client information, and complete all necessary paperwork associated with the role
- To provide a safe, non-judgmental environment for clients to discuss their issues or concerns.
- Ensure that in all aspects of the role you embody the aims, objectives, and core values of Bradford District and Craven Mind.
- Champion the Bradford District and Craven 'Service Member Partnership Agreement' to ensure that it well communicated, understood and implemented at all times both by staff, volunteers and clients.
- Ensure that the relevant colleagues and a competent understanding of, and comply with, all Bradford District and Craven policies and procedures.
- Take responsibility, with colleagues, for ensuring that all Health and Safety, Safeguarding, Information Governance and Equality & Diversity requirements are met and all other Company policies complied with.
- Undertake any other reasonable duties or tasks deemed necessary by the senior management team.

Person Specification

Bradford District and Craven Mind is committed to promoting mental health awareness, reducing stigma, and improving the quality of life for people with mental health challenges. We value diversity, inclusion and lived experiences when recruiting our staff and volunteers.

| | Essential |
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| Knowledge | <ul style="list-style-type: none"> • Understanding of the key issues within mental health, and the potential challenges that people may face • Knowledge of other relevant health & social care organisations across the Bradford District & Craven • Knowledge of risk management and health and safety issues • Understanding of safeguarding and good practice • Understanding of confidentiality and data protection |
| Experience | <ul style="list-style-type: none"> • Experience of working with children, young people or adults in a health, social care or any other relevant setting (this can include voluntary experience) • Experience of supporting people in a clear, meaningful and non-judgemental way either via telephone or in person (this can include voluntary experience) • Experienced and confident in managing challenging situations, and recognising and responding to safeguarding concerns (this can include voluntary experience) • Experience planning and facilitating group activities |
| Skills and abilities | <ul style="list-style-type: none"> • Excellent proven communication and organisational skills, including an ability to encourage and engage people in ways to make positive changes in their lives. • Excellent IT skills, including use of Microsoft Packages • Ability to work as part of a team and work alone and use own initiative • Ability to gather relevant information to support and assess risks |
| Personal qualities | <ul style="list-style-type: none"> • Healthy and secure personal boundaries • Committed, passionate and flexible with a can-do attitude • Commitment to supporting people in a person-centred and non-judgemental way • Committed to equity, diversity and inclusion. • Understanding of and commitment to Bradford District and Craven Mind's values |
| Other | <ul style="list-style-type: none"> • Flexibility to cover shifts which may fall on days, evenings and weekends. • Willingness to travel across the District if required. |