

Capital City College Group

Job Description and Person Specification

Post:	Mental Health and Wellbeing Officer
Contract:	Permanent
Reports to:	Head of Student Support & Safeguarding
Hours:	35 per week,
Grade:	3
Salary:	£30,609

Key Purpose

- Provide wellbeing interventions, advice, guidance, and support for students experiencing medium to long-term /enduring and/or complex mental health difficulties to enable them to succeed at College.
- Provide emergency response to students experiencing mental health crisis, providing effective liaison between key stakeholders in supporting the student.
- Provide generic information and advice to College staff on matters concerning mental health
- Be a designated safeguarding officer

Main Duties and Responsibilities

- Conduct initial clinical assessments of students presenting to the Mental Health & Wellbeing service. Formulate comprehensive intervention and support plans which have measurable impact as part of the assessment.
- Effectively manage and report on a case load of students who require frequent/on-going mental health support in line with best practice.
- Co-ordinate support for students experiencing more complex, longer-term mental health conditions
- Take a lead on external liaison with Care Programme Approach reviews, Inpatient Discharge Planning, GP Surgery meetings, Accident and Emergency referrals and follow-ups
- Make appropriate referrals to external agencies (statutory and charitable/third sector) for medium to longer-term mental health and psychotherapeutic support
- Work with Head of Student Support to recruit & support placement counsellors
- Conduct risk assessments and formulate safety plans with and for students experiencing mental health crisis, including suicidal thoughts and feelings and action the appropriate referrals to external agencies.
- Respond appropriately to safeguarding disclosures and concerns which relate to the welfare and well-being of students in a timely manner, including liaising with external agencies
- Provide casework consultation; deliver expert advice and guidance regarding student mental health concerns for staff on both an individual and group basis, (Including Fitness to Study panels).
- Support the delivery and development of a wide range of events, strategies, and training programmes to increase understanding of the areas of mental health across the college.
- Contribute specialist training and other events with colleagues to support continuous professional development in the subject of mental health.
- Maintain accurate, confidential, and up-to-date records of student information and of intervention on all cases of safeguarding and mental health concerns and to collate this data and generate reports where required.

- Actively seek supervision for all aspects of post, recognising personal and professional boundaries and limitations.

Wider Responsibilities

- To ensure that all activities are carried out to meet service standards, including the Matrix standard for information, advice and guidance, and contribute to service targets.
- To attend and contribute to internal and external meetings including relevant team and training events and partnership meetings, representing the college where required.
- To work flexibly within the student services hubs, cover working patterns within agreed opening and closing times (including evenings and weekends where required), covering work of absent colleagues where required, and providing support to other hubs if necessary.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining professional development, and actively participate in the Group's appraisal scheme.
- To carry out duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder will need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications & Experience	Relevant degree or professional qualification in Mental Health Support	✓	
	Mental Health First Aid trainer accreditation (or willingness to complete training)	✓	
	Level 3 -5 Safeguarding training	✓	
	Membership of an appropriate professional body and proven credibility in a professional setting		✓
	Evidence of ongoing professional development and updating of knowledge in relevant fields.	✓	
Knowledge & Experience	Demonstrable knowledge and understanding of the wide range of mental health presentations including 'personality disorder' diagnoses, self-harm and suicidal ideation and intent	✓	
	Experience of working with young people with mental health difficulties, and ability to implement support requirements within the context of an FE environment	✓	
	Experience of risk assessment and safety planning processes in relation to a range of mental health conditions and interpersonal difficulties	✓	
	Knowledge of risk and protective factors in relation to a range of emotional, psychological and interpersonal difficulties	✓	
	An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with students	✓	
	Experience of planning and delivering presentations, and creating learning resources for workshop or training contexts	✓	
	Understanding and awareness of mental health and safeguarding legislation & guidance	✓	
	Knowledge of local voluntary and statutory support agencies		✓
	Experience of delivery of specific interventions e.g. mindfulness, support for drug and alcohol-related or sexual harassment/violence concerns		✓

Skills / Abilities	Able to work as part of a team to reach agreed targets and outcomes for children/young people	✓	
	Ability to analyse information and determine the appropriate course of action	✓	
	Good interpersonal and written skills.	✓	
	Ability to organise own workload and demonstrate autonomy, initiative and creativity.	✓	
	Ability to communicate and maintain professional relationships with a range of stakeholders	✓	
	The ability to maintain accurate records and produce relevant documentation as required.	✓	