Job Description

JOB TITLE: Community & Family Link Health & Well-being mentor

RESPONSIBLE TO: Upper Springfield CiT Health & Well Being Coordinator

BASED AT: **Newhill Youth & Community Centre, 261 Whiterock Road, BT12 7SX**

CONTRACTED HOURS: 20 Hours per week

SALARY: £22,958.00 (Pro Rata)

CONTRACT: Fixed term contract until 31st July 2022

JOB DESCRIPTION

The West Belfast Health & Well-Being Programme is funded via The Executive Office Communities in Transition Initiative. The project aims to support children, young people and adults from the Upper Springfield community using youth work, health development, family support and community development methodologies but within the context of the whole family. The programme will provide holistic wrap around mentoring for individuals that will support and improve their social, emotional and physical health needs. The post holder will provide face to face mentoring support for individuals within the family context providing access to a range of practical supports including; 1 to 1 mentoring, intensive family support, welfare advice, physical health activities, training and educational opportunities, counselling. The project will be framed and integrated within an existing model of practice which is voluntary, emancipatory and democratic in nature.

KEY TASKS & RESPONSIBILITIES:

1. To assist the programme coordinator to develop a programme of activities and services for individuals and families that will address their needs in relation to their holistic health & well-being. The process will be participative and seek to involve children, young people and families in the co design and delivery of all support interventions.
2. To assist the programme coordinator to promote the programme within the local community and to referring agencies and to generate, invite, receive, and respond to new referrals. To ensure access to people who self-refer and people who may need particular support/communication in order to refer themselves.
3. To undertake an assessment of eligibility and need to determine whether a service can be offered which meets the identified needs and capacity of possible programme participants. To carry a caseload of health and well-being mentees (a minimum of 15 individuals).
4. To undertake an assessment of risk and prepare risk management plans for all participants receiving mentoring support including environmental risks, risks to lone workers, risks associated with house visiting and other risks related to the needs of participants.
5. To ensure that an outcome focused personal support plan is devised in response to identified participant social, emotional and physical health needs and goals, and that an agreed programme of support and action plan is put in place.
6. To work collaboratively with other relevant community, youth and statutory providers, to ensure the needs of programme participants are effectively met via centre based, outreach and home visiting methods and approaches.
7. To assist in the organisation and delivery of events and initiatives which promote health and well-being awareness within the local population at a grassroots level and help tackle existing health inequalities more generally.
8. To ensure that all programmes delivered are monitored and evaluated in line with current standards of best practice, including the use of the Outcome Star tool.
9. To ensure compliance with all USDT policies in particular reference to child protection, lone worker, health and safety, equal opportunities, communication policies and volunteering.

**There are a number of standard duties and responsibilities that all employees irrespective of their role and level of seniority within USDT are expected to be familiar with and adhere to:**

* To participate in all relevant training when required
* To observe all relevant health & safety rules and regulations
* To promote and comply with all policies on diversity and equality both in the delivery of services and treatment of others
* To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of GDPR.
* To comply with protocols on the appropriate use of telephone, e-mail and internet facilities
* To comply with the principles of risk management in relation to individual and corporate responsibilities
* To observe and adhere to all Policies & Procedures
* To carry out any other relevant tasks, which may from time-to-time, be required

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| *The concept of team working means that a flexible approach to work areas is required from the post holder. The work areas identified above are not exhaustive and only represent current principle tasks. The post holder may therefore be required to carry out other duties as determined by USDT from time to time.* |

PERSONNEL SPECIFICATION

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|  | **Essential** | **Interview/Application** |
| **Qualifications**  |
| Have **at least** an OCN Level III qualification in community youth work **OR** NVQ III qualification in a relevant field e.g. health development, early years care & education, child development, education, health & social care or counselling. | Essential | Application |
| A qualified youth worker in accordance with the JNC report for youth and community workers.**Or**A third level qualification in a relevant field i.e. community development, social care, health promotion or similar. | Desirable | Application |
| NVQ Level 3 qualification in advice and guidance. | Desirable | Application |
| Clean driving licence and access to a car. | Desirable | Application |
| **Experience** |
| At least three years’ experience working on a 1 to 1 basis with young people, individuals or families in a community, youth work or health development setting. | Essential | Application/ Interview |
| **Knowledge** |
| Of current health & well-being issues that affect families & young people living within disadvantaged communities. | Essential | Application/ Interview |
| Of working to current standards of best practice in relation to child protection and confidentiality. | Essential | Application / Interview |
| Of existing services, resources, agencies and organisations working with young people within the Upper Springfield area. | Essential | Application/Interview |
| IT competent | Essential | Application/Interview |
| **Skills & Personal Qualities**  |
| Effective written and oral communication skills including report writing and presentation skills. | Essential | Application/ Interview |
| Effective personal and interpersonal skills and ability to relate to children, young people and adults particularly those who experience forms of marginalisation and social exclusion. | Essential | Application / Interview |
| Self- management, good organisational skills, ability to work on own initiative and as part of a team. | Essential | Application / Interview |
| Flexible approach to working hours, evening and weekend work is a pre-requisite within this post. | Essential | Application / Interview |