

Job Description

Job title	Mental Health and Wellbeing Practitioner (Evenings)
School/Service	Library and Student Services (Student Support and Wellbeing)
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 7
FTE	18.5 hours per week, 0.5 FTE
Date prepared	October 2020

Job Purpose

This role sits with Student Wellbeing and Safeguarding, a team of forward-thinking professionals who are flexible, dynamic and continue to evolve service delivery working towards our holistic vision of student wellbeing. As a member of a multidisciplinary team offering support to students experiencing mental health, psychological and wellbeing difficulties. This will include a wide range of approaches and interventions delivered during assessment, advice and information, therapeutic and other psychological interventions (e.g. CBT, Counselling, Brief Therapy interventions...), health promotion and proactive prevention services. The Student Wellbeing and Safeguarding Manager will have responsibility for student safeguarding, and you will support by deputising and addressing safeguarding issues.

You will be expected to assess student needs in line with current equality and diversity legislation and assist the university to embrace its responsibilities regarding reasonable adjustments for students with wellbeing and mental health difficulties. You will act as liaison with university and external staff (e.g., Physical Health, Mental health and other Statutory or Voluntary Sector agencies) and will be required to facilitate interventions for students with acute mental health and/or wellbeing needs.

You will make, build and maintain effective links with external NHS and voluntary sector mental health services to support both your own referral of students and referrals by other practitioners in the team.

As an experienced mental health practitioner, you will have a mental health qualification and current accreditation with a recognised professional body, such as the British Association of Counselling Psychotherapy BACP, Nursing and Midwifery Council (NMC) or the Health and Care Professions Council (HCPC).

Delivery of the services outlined will involve face to face therapeutic interventions for individuals and groups, in addition to group information sessions. These sessions will be delivered primarily face to face via digital platforms and the role holder will need to be flexible and able to support on campus in line with business needs.

Your interventions may include:

- Supporting Wellbeing Triage and student assessments
- Mental health advice, support and clinical interventions
- Counselling and other psychological therapies or psychosocial interventions
- Case management and co-ordination
- Advising on the provision of reasonable adjustments and supporting students in accord with the requirements of current legislative frameworks (e.g Equality Act 2010) as appropriate
- Overseeing the provision of support to students in crisis/at risk of suicide or self-harm
- Weekly Wellbeing Café support

The role will incorporate a range of casework, care-planning, risk assessment, evidence-based interventions, proactive wellbeing advice and campaigns; alongside opportunities to develop an effective network.

You will be able to maintain clear therapeutic boundaries and confidentiality, balanced with a need to share appropriate information for the effective management of clinical risk across an institution. Your commitment to adhering to professional and ethical principles and guidelines will be coupled with a flexible approach to adopting new ways of working and learning new skills.

You will operate flexibly, primarily working evenings, and are expected to attend team meetings regularly, which may require office hours attendance.

This post also sits within the Department's out-of-hours on-call support team, working on a rota and providing advice and support to Res Life Coordinators and other University Departments on site.

Staffordshire University is committed to supporting the rights, responsibilities, dignity, health and wellbeing of staff and students through our commitment to equality, diversity, and inclusion.

We welcome applications from all sections of the community, irrespective of background, belief, or identity, recognising the benefits that a diverse organisation can bring and particularly encourage applications from groups which are underrepresented in the University workforce.

Relationships

Reporting to: Student Wellbeing and Safeguarding Manager

Responsible for: Student support and supporting University safeguarding

Main Activities

- To support the Student Wellbeing and Safeguarding Manager in receiving and responding to referrals directly from students and from the wider university community where there is a concern regarding student wellbeing.
- To support in the provision of a triage service, a standardised mental health assessment for all students referred to the service, and collaboratively determine the most appropriate intervention, including whether an urgent response is required and how further support would best be provided.
- To deliver therapeutic/counselling interventions utilising a 'single session therapy' mindset, when supporting students. Additionally, this will require managing on-going risk, holding a caseload, and safeguarding responsibilities. Cases should have detailed care plans with clear and measurable outcomes.
- To maintain accurate contemporaneous electronic records regarding all activities for all service users in accordance with University policies and guidance from professional bodies, including clinical assessment with clear identification of problems and plan of care.
- To support the Student Wellbeing and Safeguarding Manager to maintain accurate and up to date records and provide regular reports, including evaluation of impact and effectiveness of service to inform a continuous cycle of review and development.
- Caseload management will be overseen during complex case meetings with the Student Wellbeing and Safeguarding Manager and appropriate team members to ensure effective management and boundary setting so that the service can continue to meet demand and work towards APPTS accreditation.
- To manage case discussions and offer direction to staff members who are working directly with students managing levels of vulnerability, to ensure appropriate advice and guidance is provided. To support the embedding of policies and practices to deliver a transformed Student Wellbeing and mental health service

- Each team member will have a project area, which may include one of the following: clinical supervision to student group (e.g., RLMs, Student Wellbeing mentors...), deliver wellbeing and mental health training across the university as required, support the Wellbeing Café weekly delivery, provide individual supervision for placement students, and other project opportunities.
- To use excellent and proactive communication skills to work in collaboration with University departments, and Academic Schools to embed an effective, flexible and proportionate response to student mental wellbeing and safeguarding concerns with a core focus on addressing potential barriers to University achievement.
- To ensure accurate, up to date record keeping and the processing, storage and sharing of student data in accordance with agreed confidentiality and data protection policies and procedures.
- To support the development and implementation on a day-to-day basis of the critical incident response procedures to intervene with students with wellbeing and mental health difficulties demonstrating a calm, authoritative and decisive approach.
- To provide clinical support to students as required, including group sessions; 1 to many support and peer to peer support programmes and support for students who may have additional support needs. This may be delivered face to face, via Teams on digital platforms, via phone, text or email.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.
- To participate in the Universities and professional bodies continuing personal development (CPD) opportunities to ensure increased knowledge base, self-awareness and enhanced clinical skills. Supporting the Student Wellbeing and Safeguarding Manager in providing supervision/mentorship to mental health nursing/counselling placement students, as necessary.

Special Conditions

The post is subject to the individual maintaining registration with the relevant professional body and to compliance with appropriate codes of professional practice. You are expected to maintain standards of behaviour and appearance compatible with the compatible with the execution of clinical work, with the expectations of Health/Social Service employers and the general public.

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be using a car.

The role holder will be part of the Department's out-of-hours on-call support team, working on a rota and providing advice and support to Res Life Coordinators and other Departments on site.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact Paula Dalziel, Head of Student Support and Wellbeing, contact via email on Paula.Dalziel@staffs.ac.uk or Tel: 07443 751502

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Guidance for Disclosure Applicants

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Human Resources & Organisational Development together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources & Organisational Development.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to the School/Service to be scrutinised- details of whom this document must be presented to will be given at the time. In the event of the

DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

Policy Statement on the Recruitment and Employment of Ex-Offenders

Background

The first priority of Staffordshire University and Staffordshire University Services Limited is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University and associated companies. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The organisation will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University and Staffordshire University Services Limited will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University Services Limited complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed
- Staffordshire University Services Limited and the University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources & Organisational Development at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions
- We ensure that those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. We also ensure that they

have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders

- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment
- Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.