

Job Description

Wellbeing Practitioner

About Bluesci

At Bluesci we believe that everyone deserves good mental health and wellbeing. Our staff and volunteers, many of whom have experienced our services, collaborate with individuals and their communities to help them achieve their aspirations and wellness. Bluesci operates across the borough of Trafford from four wellbeing centres, offering arts, cultural and volunteering opportunities, social prescribing, talking therapies and group support. We partner with Greater Manchester Mental Health Trust (GMMH) to deliver Trafford Living Well and with Trafford Libraries to co-deliver library services from two of our centres and Bluesci at Night offers a safe, welcoming space for people 365 nights a year, and we also provide smoking cessation support.

Job Purpose and Summary

Wellbeing Practitioners are part of an integrated team at each of our Wellbeing Centres, providing wellbeing support and working collaboratively with individuals who are living with mental health and other long-term conditions, to help them to identify their personal wellbeing goals and support them with self-motivation, confidence, accessing community assets and behaviour change.

Wellbeing Practitioners work alongside local residents, communities, Peer Support Workers and volunteers and statutory and VCFSE sector partners. Volunteering is a key part of the Bluesci Support offer and Wellbeing Practitioners also act as volunteer buddies to a small number of volunteers.

Responsibilities

Wellbeing Support

- Carry a caseload of people who they will support to identify and work towards an agreed set of goals over an agreed time frame.
- Work collaboratively with people to determine the type of support they require (developing a person-centred action plan).
- Provide support in the way which best suits the individual, including face to face, online and telephone support as appropriate.
- Help people to connect to local services, support and activities, including volunteering and pathways to employment, which will help to improve their wellbeing.
- Support people to identify and problem solve practical issues to promote self-care and resilience.
- Help people to attend voluntary and community-based groups and activities and appointments, including health screening.
- Work in partnership with local organisations to help people to volunteer their time, ensure effective verbal and written communication with individual's carers, colleagues and partner agencies.
- Promote Personal Wellbeing Budgets as a means of individuals improving their health and wellbeing.

Information and Outcomes Recording and Reporting and Quality Assurance

- Use agreed assessment tools at initial and final appointments as a way of identifying need and measuring outcomes and improvements in wellbeing.
- Document all activities and interventions, to a high standard, using an agreed casework management system.
- Participate in evaluation and quality initiatives which help us to understand and report on our performance against key performance indicators.
- Actively participate in initiatives which encourage people from diverse backgrounds to access the support we provide.
- Actively participate in service reviews.
- Encourage people who use our services to offer their feedback through agreed routes such as Trafford Citizens' Forum.

Supporting Volunteers

- Provide informal support to one or two volunteers, in accordance with Bluesci policies and procedures.
- Encourage volunteers to access Manchester in Mind small grants to support them to set up their own activities from our wellbeing centres.

General Duties and Responsibilities

- Support team members and work collaboratively with colleagues and partner organisations.
- Manage complaints according to Bluesci's complaints policy.
- Actively participate in supervision and appraisal according to Bluesci policies.

Other

- Comply with GDPR, information governance and confidentiality policies and procedures.
- Work to organisational and locality safeguarding policies, procedures and arrangements.
- Learn and commit to person-centred recovery and social prescribing principles.
- Knowledge of budget/resource management.
- Knowledge of risk management processes.
- Ensure that equality policies and practices are fully integrated into all aspects of the work.
- Monitor and evaluate volunteer impact.
- Prioritise and organise day to day objectives and areas of responsibility.
- Work unsupervised and take independent action as required.
- Undertake other tasks from time to time as appropriate and required by management in line with the goals of the organisation.
- Carry out all duties in accordance with Bluesci's Equal Opportunities Policy and other policies designed to protect employees and users of the service from harassment. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees or service users. The post holder should counteract such practices or behaviour by challenging or reporting it.
- Comply with all health and safety at work requirements as laid down by the Employer.

Summary

This job description is an outline of the key responsibilities of the Wellbeing Practitioner and is not intended to be exhaustive. The job may change over time to reflect the changing needs of Bluesci and its services, as well as the professional development needs of the postholder.

All Bluesci employees have the following responsibilities:

- The post holder must not, by act or omission, endanger the safety of themselves or others and must report all untoward occurrences.
- The post holder must be aware of the signs and symptoms of abuse and neglect and report any concerns to the Safeguarding Lead. The post holder will follow the safeguarding policy and its procedure for reporting concerns.
- The post holder must be responsible for all the organisation's property and the reporting of all potential or actual breaches of security.

Disclosure of Criminal Background

Bluesci is committed to safeguarding and promoting the welfare of the people we support. As part of this, roles working with vulnerable adults are subject to a Disclosure and Barring Service (DBS) check at the appropriate level.

Successful applicants will be required to complete a DBS application and provide consent for this check to be carried out. Having a criminal record will not necessarily prevent you from working with Bluesci; this will depend on the nature of the role and the relevance, circumstances and background of any offence.

In line with DBS guidance, applicants are not required to disclose information that is considered 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order.

Please note that where a DBS check is a requirement of the role, failure to provide consent for the check to be completed may result in the application not being progressed.

Equality and Diversity Statement

The organisation actively seeks to recruit people currently underrepresented in the workforce. This includes people from ethnic minority groups, those with mental health and physical disability.

Person Specification: Wellbeing Practitioner

	Essential	Desirable
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Knowledge	• Understanding of the principles underpinning person-centred, recovery, social prescribing and positive therapeutic relationships. • Willingness to learn and gain knowledge and understanding of best practice and developments relating to recovery, social prescribing and social inclusion • Understanding of and/or willingness to learn about best practice in supporting volunteers • Knowledge of positive risk taking and self-management • Knowledge of systems management and ability to monitor the effectiveness of those systems	• Supervisory experience • Experience of leading and participating in groups, workshops and meetings
Skills and abilities	• Ability to plan and prioritise work • Ability to manage conflict • Ability to communicate verbally and in writing with a range of people and situations • Ability to problem-solve and work flexibly	• Familiarity with electronic business support processes for records, calendar management, word processing etc.
Collaboration and leadership skills	• Ability and willingness to share knowledge and skills with the team and colleagues through supervision, coaching, mentoring and co-working • Ability to motivate and inspire others	

	• Ability to gain respect and trust • Ability and willingness to problem-solve	
Qualifications and experience	• At least one year's experience of working with people in a wellbeing role or mental health setting.	• Leadership • Qualification PWP/ counselling or equivalent • Prior experience of psychologically informed interventions and guided self-help/mentoring/co-working/supervision
Quality	• Demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities	