

JOB DESCRIPTION

Title:	Mental Health Adviser
Reports to:	Senior Mental Health Adviser
Contract:	Fixed Term (to end of March 2027, with possibility of extension)
Hours:	Part time or full-time (up to 35 hours per week, covering a seven day, out of hours service (no later than 11pm) (days set on a rota at least a month in advance) – please express your availability and interest in part time or full time.
Line Management:	N/A
Location:	The Circle 44-46 South Ealing Road, Ealing, London W5 4QA.
Salary:	£26,365 - £ 28,988 (Band 4 equivalent depending on relevant experience).

Purpose of the Job

West London Mind run an innovative non-clinical crisis prevention service designed as a place for children and young people at risk of mental health crises to de-escalate and have access to a skilled staff team to support them. The Circle is open out of hours (2pm-10pm or 12pm-8pm weekends and holidays), 365 days a year, and has been designed to reduce the need for young people to attend A&E. Co-designed by young people, it is a friendly and accessible space. The mental health adviser role is key to the support that children and young people will receive on site, and you will have the opportunity to work with 5-18 year olds, as well as providing signposting and support to parents/carers and other agencies.

This Mental Health Adviser role would suit an experienced Mental Health Youth Worker, CAMHS support worker, Youth Counsellor, Child Wellbeing Practitioner, Emotional Wellbeing Practitioner, an Assistant Psychologist with some training in MH interventions like CBT, or other roles that have given you experience and skills in working with Children and Young People presenting with difficulties related to their Mental Health.

Job Summary:

The role includes supporting children and young people through:

- De-escalation and in the moment support.
- Using child-centred, age-appropriate approaches to reduce the need for more medical interventions (e.g. A&E).
- Leading on emotional regulation exercises.

- Psychoeducation that supports young people and families to increase well-being and knowledge of self-care techniques.
- Co-producing safety and well-being plans with the CYP, parents and/referrer, as appropriate.

Key Responsibilities

- Work as part of a team dedicated to providing support to children and young people who are at risk of mental health crisis, or may otherwise attend A&E.
- Offer one to one support via drop in or appointments, and be child-centred in that support.
- Work alongside children and young people, their parents/carers and families in increasing self-management of presenting difficulties.
- Signpost anyone accessing the service to appropriate and local on-going support; and build up your knowledge and networks of such support.
- Support the design of training materials and co-facilitate group or workshop delivery – have creative input into the support offered within the Circle Space, and be part of an innovative programme of group activities (e.g. holiday art or music provision).
- Understand and implement safeguarding procedures, and be familiar with safeguarding law, and how it applies to our work.
- Participate in team meetings and be open to discussing challenges and difficulties – both to effectively support young people and also yourself and colleagues.
- Document work done on our database, and ensure that young people and families provide feedback which can be recorded, and can provide evidence of our effectiveness.
- Ensure that all follow up and records maintenance is done within the project timelines and to a high standard.
- Understand and apply all organisational policies and procedures, and any requirements from our NHS commissioners.
- Follow risk procedures, be familiar with completing risk assessments, and refer to on-call or senior managers appropriately.
- Maintain an awareness in the field of CYP mental health and managing crisis by attending training courses and workshops and accessing up to date literature.
- Attend and successfully complete all mandatory training as required by HFEH Mind,
- Ensure that all support provided has an inclusive values base which recognises and respects difference and diversity
- Attend regular 1:1s and reflective practice sessions, and work to meet KPIs and actions from meetings.
- Have a flexible, ‘can-do’ approach to delivering the service, and be a key part of HFEH Mind.

Person Specification

Essential

- A minimum of two years' experience of supporting children and/young people in a mental health service or similar role in a paid or volunteer capacity, in a 1:1 and group setting
- An ability to form supportive relationships with families, and tailor support to individual need.
- A child-centred approach to work.
- Working knowledge of child and adult safeguarding.
- Organisational skills and excellent time management.
- Ability to communicate clearly both verbally and in writing, to a wide range of audiences.
- Ability to organise and prioritise workload.
- Ability to work flexibly according to the needs of the service, whilst managing your own self-care.
- An openness to your approach to colleagues, managers and in 1:1s and reflective practice sessions.
- Experience of using Microsoft Office package.
- Working understanding of General Data Protection Regulations (GDPR)
- Demonstrable knowledge and understanding of equality and diversity issues and the ability to integrate into your work.

Desirable

- A relevant qualification and/or degree (e.g. mental health specific, psychology, health, social care, youth work).
- Experience of working with CYPs presenting with complex needs, or who are neurodiverse.
- Experience in managing relationships with professionals (e.g. schools, education psychologists, early help teams), commissioners and other stakeholders.
- Experience in co-producing activities and campaigns with young people.
- Experience of working within a multi- disciplinary team.
- Experience of supporting young people experiencing episodes of heightened stress/distress.
- Excellent communication and listening skills with the ability to tailor messages to a variety of audiences.

We are an equal opportunities employer; and are proud to employ a workforce that reflects the diverse communities we serve.

This post is subject to an Enhanced DBS check