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| **Job Title: Mental Health Advisor**  **Section: Greenwich Mental Health Hub**    **Location: Royal Borough of Greenwich**  **Hours: 37.5 per week**  **Responsible to: Senior Mental Health Advisor** |
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| **Job Summary:**  To work as part of an integrated team with BLG Mind, Bridge Support and Oxleas NHS Foundation Trust (Oxleas) to enhance the quality of life, choice and opportunities for people with mental health problems in Greenwich by providing information and advice, person-centred recovery-orientated support, community bridge building and skills development courses. |

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| **Key Responsibilities:**   1. Respond to referrals made into Community Wellbeing Hub as appropriate: whether through individual or group work. Where necessary discuss referrals with the Senior Mental Health Advisor or other members of the team. 2. Ensure excellent case management, including the setting and managing of expectations. Be able to manage a complex case load of differing client types, including those with clinical diagnoses. 3. Provide appropriate information, advice, guidance and signposting to enable people to manage their mental health issues. 4. Provide focused, time limited person-centred support to a caseload of people with mental health problems, including supporting people to develop and enact tailored recovery plans. 5. Work in a collaborative way with Bridge Support staff and clinical staff from Oxleas to undertake holistic assessments of needs and joined-up clinical and non-clinical support that effectively meets client needs. 6. Support people to access local activities in the community that will promote long-term positive wellbeing, through signposting or onward referrals which include other mental health service providers and mainstream community based provision 7. Support individuals to develop action plans working towards independent wellbeing management, stabilisation and relapse prevention working in an outcome-focused way to ensure that an individual’s quality of life is enhanced by their involvement with the service. 8. Be able to identify safeguarding issues, follow safeguarding procedures and act upon recommendations by the Voluntary Sector Service Manager or Safeguarding Lead. 9. Monitor the personal progress and resilience of clients accessing the service, and evaluate service quality and beneficial outcomes achieved at the end of your scheduled contact. 10. Develop an excellent knowledge of local services and opportunities available within the Royal Borough of Greenwich and empower people to access them. 11. Develop and maintain excellent partnership working relationships with a wide range of statutory and voluntary sector organisations across the Borough, brokering opportunities for clients in line with their goals and interests. 12. Keep accurate records using the relevant software, including an online database. 13. Participate in supervision through presentation of case studies. Be able to positively reflect on workload, cases and areas for professional development. 14. Work in accordance with Making Every Opportunity Count principles to ensure that people’s wellbeing is supported in a holistic way. |

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| **Training and Development**   * To undertake mandatory training as required by Oxleas NHS Foundation Trust policy. * To undertake training required by Bromley, Lewisham & Greenwich Mind. * To undertake training in the Individual Placement and Support approach. |

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| **General Responsibilities:**   * Work in line with BLG Mind’s [Purpose, Vision, Values and Aims](https://issuu.com/tigerbay/docs/blg_mind_strategy_2021-24_digital?fr=sM2UzYjc1MDUyMA) * Positively represent BLG Mind, both internally and externally, and promote our work * Comply with BLG Mind’s policies and quality frameworks * Promote understanding, awareness and positive attitudes towards mental health and dementia * Promote equity, diversity and inclusion * Attend and actively contribute to individual supervision and training sessions, team meetings and organisational events * Perform other duties appropriate to the role * Support, encourage and engage active service user and carer participation wherever possible |