

# JOB DESCRIPTION



<b>JOB TITLE:</b>	Mental Health Navigator
<b>BASE LOCATION:</b>	Kettering & surrounding areas
<b>RESPONSIBLE TO:</b>	Resource Centre Services Manager CEO Kettering Mind Executive Committee
<b>WORKING HOURS:</b>	37 hours per week
<b>SALARY:</b>	Points 19 - 23

## SUMMARY – MAIN PURPOSE OF JOB

The Mental Health Navigator role is a collaborative service delivered in partnership between Kettering Mind, Northamptonshire Mind and Northamptonshire Healthcare NHS Foundation Trust (NHFT). The service forms part of the countywide integrated mental health hub, which provides a single point of access to mental health services across the Third Sector and NHS, statutory and non-statutory. The mental health hub provides initial telephone-based support and face to face support by appointment in one of the local hubs.

As a Mental Health Navigator, you will be required to deliver support over the phone and face to face and this will vary depending on the requirements of the service. You will provide a service listening to individuals and for those ready to engage in support for their mental health needs and concerns, actively support behaviour change, signpost and link individuals to appropriate support services.

## KEY RESPONSIBILITIES

- 1) Provide initial assessment/intervention to understand what support the individual requires and facilitate links with specialist services in the community and NHS as required
- 2) Provide structured one to one support interventions with individuals to encourage behavioural change using motivational interviewing communication style
- 3) Develop, implement and review person-centred wellbeing support plans with individuals
- 4) Support individuals to develop self-management strategies and to make the best use of local resources available to them, signposting or making referrals to other agencies
- 5) To be responsible for maintaining a caseload and undertake a variety of case management responsibilities
- 6) Build and maintain excellent professional relationships internally and externally and work collaboratively with other Navigators, NHFT, other professionals and organisations
- 7) Actively safeguard and risk assess all individuals that access the service and escalate to appropriate professionals and other services where medical intervention or formal mental health assessment and support is required

- 8) To liaise with other professionals and agencies as required and ensure good working relationships are developed and maintained at all times
- 9) To engage and work with local communities providing information to people experiencing difficulties with any aspect of Mental Health and Well-Being
- 10) Plan, deliver and review Well-Being Group events and present to potentially large groups of people within communities
- 11) To facilitate access to information and support for family and carers to ensure a coordinated and enhanced approach to working with individuals
- 12) Use of IT systems including Word/Excel/PowerPoint, Internet and NHS systems
- 13) To maintain an up to date knowledge of other services and contribute to keeping a resource library updated
- 14) Adhere to all safeguarding, risk management, risk assessment and lone working policies and procedures. Maintain high levels of awareness in relation to the health and safety of yourself, colleagues and clients at all times
- 15) To maintain records, collect statistical data and store information in accordance with the requirements of the post, Kettering Mind and NHFT protocols
- 16) Travel between different service locations within the county as necessary
- 17) Be committed to work a flexible shift pattern when required to meet the needs of the service and organisation. Including occasional evening, weekend and bank holidays.
- 18) Participate in organisational and service team meetings with colleagues as required
- 19) Prepare for and participate in regular supervisions with your line manager
- 20) Complete training and qualifications identified as necessary for the role, taking responsibility for undertaking continual professional development
- 21) To gain a working knowledge of the aims, objectives and operations of Kettering Mind and to adhere to all agreed policies and procedures
- 22) Work in accordance with the organisation's vision, mission, goals and values
- 23) Promote the work of the organisation and positive understanding, awareness and attitudes towards mental health
- 24) This job description is not exhaustive and from time to time the post holder will be required to undertake other duties necessary for the operations of both the service and Kettering Mind

### **Review of Job Description/Person Specification**

This job description is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. It is the practice of Kettering Mind to regularly examine employee job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

Each manager and those working directly to him or her will jointly conduct this procedure. You will, therefore, be expected to participate fully in such discussions and, in connection to them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible then the right to effect changes to your job description after consultation with you is reserved. Appropriate notice of such changes will be given.

Employer signature .....Date.....

Employee signature .....Date.....

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