JOB DESCRIPTION

JOB TITLE: Resource Centre and Outreach Support Worker

BASE LOCATION: 49-51 Russell Street
Kettering
NN16 0EN

REPORTS TO: Resource Centre Services Manager

BASIC HOURS: 22.5 hours per week (equivalent to 3 days per week)

Hours may be worked flexibly across additional days where required to meet service needs and will include some evening and weekend work.

SALARY: Salary Scale Points 21 – 23

DBS CHECK REQUIRED: Enhanced DBS Check with relevant Barred List Check(s)

SUMMARY – Main purpose of the post

To provide support within Kettering Mind's Resource Centre and Outreach Services, helping individuals improve and maintain their mental health and wellbeing through one-to-one support, group activities, community engagement, and wellbeing initiatives.

The postholder will support the delivery of community wellbeing projects, including the Community Wellbeing Champion programme, and will deliver presentations, workshops and awareness sessions to schools, community groups, professionals and partner organisations across Kettering and the surrounding areas served by Kettering Mind.

The role requires the ability to communicate confidently with a range of audiences and to promote positive mental health, resilience and wellbeing in an engaging and accessible way.

The postholder will work within Mind Quality Standards and Kettering Mind policies and procedures, ensuring all work is undertaken in line with safeguarding, health and safety, equality, diversity and confidentiality requirements.

KEY RESPONSIBILITIES

RESOURCE CENTRE SERVICES

1. Support the day-to-day delivery of Resource Centre services, activities and groups.
2. Provide practical, emotional and wellbeing support to individuals experiencing mental health problems and distress.
3. Complete assessments, reviews, support plans and associated records where required.
4. Encourage service users to identify personal goals and build confidence, independence and resilience.
5. Support individuals to access appropriate services, community resources and wellbeing opportunities.

OUTREACH, COMMUNITY ENGAGEMENT & WELLBEING CHAMPIONS

1. Represent Kettering Mind within the local community and at events, wellbeing initiatives and awareness campaigns.
2. Develop and maintain positive relationships with community groups, schools, partner organisations and stakeholders.
3. Promote services and encourage access to support across the areas served by Kettering Mind.
4. Assist with the recruitment, induction, coordination and support of Community Wellbeing Champions.
5. Support volunteers and community members to promote positive mental health, wellbeing initiatives and local services.
6. Identify opportunities for partnership working, community development and increased community participation.

WELLBEING EDUCATION AND PRESENTATIONS

1. Plan and deliver presentations, workshops and wellbeing sessions to schools, community groups, local organisations and partner agencies.
2. Promote positive mental health, emotional wellbeing, resilience and self-care through engaging and accessible delivery.
3. Develop resources and materials appropriate to different audiences.
4. Collect feedback, monitoring and outcome information and support the delivery of funded wellbeing projects.

SAFEGUARDING, RISK MANAGEMENT AND COMPLIANCE

1. Maintain awareness of safeguarding responsibilities and report concerns in line with organisational procedures.
2. Undertake risk assessments where required and work within lone-working, health and safety and data protection policies.
3. Maintain accurate and up-to-date client records using Kettering Mind's record management systems and provide monitoring information and reports as required.

GENERAL DUTIES

1. Participate in supervision, appraisal, team meetings and relevant training.
2. Promote equality, diversity and inclusion in all aspects of work.
3. Work in accordance with Kettering Mind policies, procedures and values.
4. Travel within Kettering and the surrounding areas served by Kettering Mind as required.
5. Undertake any other duties reasonably required to support the effective delivery of the service and wider work of Kettering Mind.

Review of Job Description/Person Specification

This job description outlines the main duties and responsibilities of the role and is not intended to be an exhaustive list of tasks. Kettering Mind regularly reviews job descriptions and person specifications to ensure they remain relevant and reflective of service needs. Amendments may be made following appropriate consultation and reasonable notice.

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

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