**Pathfinder Primary Care Mental Health Worker – Job Description**

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| **Name of Employee** |  |
| **Date of Issue** |  |
| **Department/Location** | Chanctonbury |
| **Reporting Line** | Worthing & Adur GP Team Manager  |
| **Grade** | Grade 3  |
| **DBS – Level Required** | Enhanced  |
| **Location of job**  | Roles will work in GP practices. Will be assigned to specific practices but on occasion may need to have flexibility to be able to travel to practices across Worthing and Lancing area.  |
| **Competency level**  | Level 3 – Core, skilled, supervisory |
| **Job Summary** |
| West Sussex Mind (WSX Mind) works within Pathfinder West Sussex which is an alliance of organisations working together to enable people with mental health support needs and their carers to improve their mental health and wellbeing. WSX Mind leads Pathfinder services in the Worthing & Adur area and is now extending into the Chanctonbury area. Pathfinder is commissioned to meet the ongoing needs of people with mental health needs who do not require support from specialist NHS mental health services and therefore strong support to GPs and primary care practices is vital to ensure that patients can effectively access the Pathfinder support The role of the WSX Mind Pathfinder Primary Care Mental Health Worker is to support GP practices in the Chanctonbury area to effectively meet the needs of their patients who have mental health problems through the provision of direct phone, video-call and face to face support to patients who contact the practice around their mental health and also by supporting patients with mental health problems to access and engage with community support particularly Pathfinder services.  |
| **Scope & Accountabilities**  |
| The role has no line management or supervisory responsibilities but is required to work independently in community/practice settings without on-site management or supervision.  |
| **Key Tasks**  |
| 1. To develop, establish and maintain a regular and agreed presence at a number of specified primary care practices working in partnership with key practice staff to do this
2. To provide timely telephone, video call and face to face mental health support to patients identified by the practices as requiring this including:
* Assessing needs and risks using the Pathfinder framework, paperwork and processes to do this
* Supporting patients to identify their needs and goals and facilitating the development of personal support and recovery plans with patients
* Liaising regularly with and referring any clinical needs or issues to the Pathfinder Clinical team particularly ensuring any presenting risks are fully discussed and addressed
* Facilitating and supporting patients to access local community mental health resources and services particularly to engage with Pathfinder services
* Using a range of psycho social tools and approaches to support patients with mental health needs to problem solve and self-manage their mental health including running group activities at the practice and also within Pathfinder services where common needs are identified
1. To liaise with and feedback effectively to primary care staff about this work and using the practice based/NHS data and information systems to record and share information
2. To provide advice and information to staff working in primary care practices around mental health, services and support drawing on the resources of the wider Pathfinder and WSX Mind team to support this and to maintain an agreed information resource within the practice around mental health
3. To maintain accurate and up to date records of work using agreed systems within practices and WSX Mind and to report on work activity as requested.
4. To ensure that practices, Pathfinder and WSX Mind’s policies around safeguarding adults and protecting children are effectively delivered within the service.
5. Where required to promote the service within practices and with primary care patients
6. Under the guidance of practice managers and WSX Mind manager to take responsibility for developing and overseeing the operation of administrative processes which  support  the delivery and smooth running of the service including staff rotas, room bookings, collection and monitoring of activity and performance information.
7. To represent the service at local meetings with external partners and stakeholders, as well as within the practice and CWSX Mind during organisational meetings.
8. To contribute to business plan development for the service.
9. To undertake any other tasks and duties as required in order to meet the requirements of the service.
10. Adhere to all policies and procedures of the practices, Pathfinder and WSX Mind.
11. To be aware of and follow all Health & Safety regulations within practices and WSX Mind premises.
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**Person Specification** - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

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| **Essential Qualifications** |
| * Strong evidence of previous training or learning (formal or informal) which relates to supporting adults who have mental health needs is essential for this role along with excellent literacy, IT and verbal communication skills.
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| **Preferred Qualifications**  |
| * Any formal qualification or training in relation to mental health, counselling or working with people with mental health problems is highly desirable for the role.
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| **Essential Professional & Technical Knowledge, Skills and Abilities** |
| 1. Significant knowledge regarding working with people with mental health needs. 2. Broad knowledge, proven skills and/or training in working with service users on a one to one basis using appropriate theories, methods and skills in order to promote individual service users’ ability to better manage their problems and difficulties. 3. Able to work with service users to construct good assessments of needs for services/personal development. 4. A good knowledge and understanding of working in groups and group dynamics. 5. Knowledge of and a commitment to user led services and able to promote independence and focus on strengths and recovery.6. Ability to learn and effectively use IT systems to share information and record and report on activity 7. Skills and abilities around working in partnership with others/multi-agency working to provide support within a health and social care setting 8. Ability to travel to sites within the Chanctonbury area  |

I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

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| **Signed:****Staff member** |  | **Date:** |  |
| **Signed:****Line Manager** |  | **Date:** |  |