

# **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Mental Health Adviser Full- time

**Salary:** £37,265-£44,708 per annum

**Grade:** 5

**Location:** Offering services at High Holborn and on college sites

**Accountable to:** Head of Counselling, Health Advice and Chaplaincy

**College/Service:** Within the portfolio of the Dean of Students

## **Purpose of Role:**

- To be part of the Counselling and Health Advice Team, working with manager and colleagues to provide or facilitate the provision of mental health treatment and/or support to students with mental health difficulties so they can engage successfully with their studies and University life;
- To provide advice, guidance and support to staff to manage the impact individual students' mental health difficulties might have on their academic participation and performance;
- To work closely with colleagues in exploring and developing the most effective ways of supporting students with mental health difficulties;
- To contribute to the development of institutional policies and procedures in respect of supporting students with mental health difficulties;
- To promote mental well-being and mental health awareness in the University.

## **Duties and Responsibilities**

1. To work as part of the Counselling and Health Advice Team to support students with mental health difficulties;
2. To assess the needs the needs of students experiencing mental health difficulties, including assessing the extent of risk to self or other, consulting with the Head of Service as appropriate
3. To support, refer, signpost and liaise as appropriate to ensure student has access to appropriate support, interventions and treatment.
4. To co-ordinate care packages for students experiencing and/or declaring MH difficulties in conjunction with NHS, Community, and University staff and services.
5. To accept referrals from academic staff, support staff and members of Student Services staff as well as self referrals from students
6. To offer guidance to staff in relation to students who are experiencing mental health difficulties or crises. *At times, the post holder may need to accompany a student to a hospital.*
7. To offer information and guidance to students (and staff in respect of students) who have withdrawn temporarily due to mental ill-health.
8. To attend Counselling and Health Advice Clinical and Team meetings and to be part of the Urgent Appointment Team (UAT)
9. In liaison with the team and colleagues to offer training and awareness workshops for University

staff on student mental health issues.

10. To work closely with the University Disability Service to ensure that a joined-up approach is taken in supporting students with long-term conditions, and to collaborate on initiatives and training which are aimed at improving disclosure rates and support.
11. To operate to the services' risk management protocol
12. In liaison with the team and colleagues to co-ordinate the publicity of services, including contributing to the development of the University website
13. To maintain accurate and up-to-date notes on all client contact
14. To attend supervision in relation to client work
15. To help develop institutional mental health related policies and procedures.
16. To contribute to the development of Service provision including group programmes;
17. To perform duties consistent with your position as may from time to time be assigned to you by your line manager anywhere within the university.
18. To undertake health and safety duties and responsibilities appropriate to the post.
19. To demonstrate a commitment to the universities Equal Opportunities Policy together, with an understanding of how it operates within the responsibilities of the post.
20. To demonstrate a commitment to your own development through effective use of the universities appraisal schemes and staff development process.

**Key Working Relationships:**

Students  
Head of Counselling, Health Advice and Chaplaincy  
Counselling and Health Advice Team colleagues  
Visiting Consultant Psychiatrist  
Student Services colleagues  
Other student support staff.  
Academics and other staff in colleges and central services  
The Students Union

**Specific Management Responsibilities**

Budgets: None

Staff: None

Other: None

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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

Person Specification	
Specialist Knowledge/ Qualifications	<p>Holds a first degree;</p> <p>Holds a professional qualification in the field of mental health (eg. RMN, DipSW or equivalent);</p> <p>Registration and good professional standing with the professional body relevant to the core profession.</p> <p>Has knowledge of mental health issues affecting students and understanding of the impact of mental health issues on them, those around them and the role of the mental health advice within a university setting;</p> <p>Has a working knowledge of brief work approaches/interventions such as cognitive behavioural therapy (CBT) techniques;</p> <p>Has knowledge of mental health services and the legislative framework relating to mental health;</p> <p>Understands the importance of confidentiality and boundaries.</p>
Relevant Experience	<p>Has at least 5 years post qualification experience of providing mental health advice and support (Experience within a further or higher education setting would be desirable)</p> <p>Has experience of:-</p> <ul style="list-style-type: none"><li>• undertaking mental health assessments;</li><li>• assessing risk of harm to self and/or others, providing support in crises and managing emergencies;</li><li>• identifying, responding to, and referring on clients who are mentally unwell or in need of psychiatric support/assessment;</li><li>• working with people with complex (severe and enduring) mental health difficulties within a mental health setting;</li></ul>

	<ul style="list-style-type: none"> <li>• providing individual support and managing casework;</li> <li>• working with an ethnicity and culturally diverse client group;</li> <li>• providing brief/short-term interventions to manage/alleviate mental health symptoms</li> <li>• responding proactively to crisis situations involving mental health issues;</li> <li>• liaising with NHS and community based services to initiate, co-ordinate and review support/care plans;</li> <li>• working in a multi-disciplinary team;</li> <li>• dealing with difficult situations or confidential matters according to policy and procedures, referring to others where necessary and appropriate;</li> <li>• using CORE and/or other outcome measures;</li> <li>• developing and delivering training and health promotion.</li> </ul>
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Professional Practice	<p>Uses post qualification training and continuous professional development activities to update professional knowledge and to keep abreast of developments in in the sector.</p> <p>Shares learning and experience with others.</p>
Planning and managing resources	Able to clarify, plan and prioritise own work, to achieve objectives to the standards expected, including proactively working with others to achieve personal and team/service area objectives.
Teamwork	

	Works collaboratively in a team and where appropriate across or with different professional groups to build productive and enduring relationships between teams to strengthen working relationships and foster collaboration, influencing events or decisions.
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	<p>Suggests practical solutions to new or unique problems</p> <p>Analyses problems to identify their cause, considering all possible solutions to identify those which offer wider benefits.</p> <p>Adapt services and systems to meet students' needs and to identify ways of improving standards and actively promoting services.</p>

**Last updated: April 2016**