

Basildon Mind  
Job Description

- Job Title:** Positive Pathways Senior Link Worker (Young Adults)
- Salary:** £16,668 per annum plus OLF
- Hours:** 22.5 hours per week (evenings and occasional days/weekends)
- Annual Leave:** 25 days including Bank Holidays (pro rata)
- Line Management:** Youth Manager
- Accountable to:** Chief Executive  
Board of Trustees
- Experience:**
- Experience working with young adults (aged 18-25) with mental health problems
  - Experience in undertaking day to day operational duties
- Summary:** We aim to increase people's connection with others and their local community and empower them to take control of their own health and wellbeing. We help to strengthen personal and community resilience, and reduce health inequalities, by addressing the wider determinants of health, such as debt, poor housing and physical inactivity.
- Job Purpose:** To provide holistic, short-term support, connecting young adults aged 18-25, who are experiencing mental health problems, to local initiatives and services for practical and emotional support.

**Main Duties and Responsibilities**

**Communication**

- To effectively engage people using face to face and digital means, making home visits where appropriate in accordance with the organisation's policies and procedures.
- To positively promote the understanding that the young adult is in control of the pace of their recovery journey and its route.
- To provide information in a way that young adults can understand so that they understand the options available and can make informed choices about their recovery.
- To develop and maintain effective, positive, and respectful working relationships with young adults, families/carers, and professionals.

## Interventions

- To receive and effectively process referrals.
- To effectively manage a caseload of young adults.
- To give young adults time to tell their stories and focus on 'what matters to me'. Build trust with the person, providing non-judgemental support, respecting diversity, and lifestyle choices. Work from a strength-based approach focusing on a person's assets.
- To help young adults identify the wider issues that impact on their health and wellbeing, such as debt, poor housing, being unemployed, loneliness and caring responsibilities.
- To work with young adults to co-produce a simple personalised wellbeing plan – based on the person's priorities, interests, values and motivations – including what they can expect from the groups, activities and services they are being connected to and what the person can do for themselves to improve their health and wellbeing.
- In collaboration with young adults establish SMART goals; review regularly and evidence their recovery progress using the agreed outcome measurement tool.
- To signpost young adults and/ or facilitate referrals to community-based services and activities, including peer support, health, social, leisure, employment, and training opportunities.
- To undertake a brief key working support role where appropriate, depending on the level of need and ability of the young adults.
- To establish that young adults have been contacted by/engaged with community support (as per wellbeing plan) and review progress where possible, using the agreed outcome measurement tool, prior to discharging from caseload.
- Where young adults may be eligible for a personal health budget, help them to explore this option as a way of providing funded, personalised support to be independent, including helping people access resources to support their recovery.
- Where young adults are eligible, apply for PHB funding, organise support (e.g. liaise with an agency providing Personal Assistants) and conduct 3-monthly reviews and arrange formal 6-monthly PHB reviews for the duration of the PHB.

## Quality

- To maintain accurate electronic case records and administrative systems.
- To ensure the effective delivery of activity and quality standards to meet service specifications.
- To collect and collate data/ information effectively for the purpose of audit, research and service performance and draft written reports where required.
- To encourage young adults, families/carers, and other stakeholders' involvement in raising awareness, service design and evaluation.
- To present a positive image of Positive Pathways and Basildon Mind.

## Risk Assessment

- To understand the range of risks potentially faced by young adults and undertake effective risk assessment and safety planning.
- To champion safeguarding, addressing and escalating concerns.

## Standard Clauses

- To work in accordance with Basildon Mind's Aims and Objectives.
- To contribute to the development of best practice with the service.
- To undertake training as necessary to promote the development of skills and knowledge.
- To receive supervision, appraisal and to attend regular staff meetings.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
- To promote awareness of and commitment to the Organisation's Equality and Diversity Policy in relation to employment and service delivery.
- To ensure compliance with Southend, Essex and Thurrock (SET) Safeguarding guidance and procedures.
- To ensure full compliance with the Health & Safety at Work Act 1974, the Organisation's Health and Safety Policy, delegated responsibilities, and all locally agreed safe methods of work.
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with GDPR, and the Data Protection, Physical and Environmental Security and Confidentiality Policies
- Actively support and promote Basildon Mind's fundraising activities as part of day to day activities.
- It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

**Equal Opportunities:** The post comes under the terms of Mind's Equal Opportunities Policy.

Basildon Mind  
Person Specification  
Positive Pathways Senior Link Worker (Young Adults)

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>	<p>1. Good standard of education</p> <p>2. NVQ Level 3 in Health or Social Care (or working towards) or equivalent</p>	<p>1. NVQ Level 4 in Health &amp; Social care</p> <p>2. Level 5 Diploma in Counselling Children &amp; Young People</p>
<b>Experience</b>	<p>Experience working with young adults with mental health problems</p> <p>Experience of working directly in a community development context, adult health and social care, learning support or public health/health improvement (including unpaid work)</p> <p>Working in partnership with young adults, their families and other professionals to achieve positive outcomes</p> <p>Undertaking day to day operational duties and managing a caseload (including risk assessment and safety planning)</p> <p>Using a person-centred, strength-based, approach and appropriate interventions to improve young adults' understanding of their wellbeing, build resilience, increase self-esteem and confidence, and manage their emotions</p>	<p>Working with parents/carers</p> <p>Working in the voluntary/ community and statutory sector and an understanding of the mechanisms for accountability</p> <p>Collating information/data; generating qualitative and quantitative reports; monitoring performance against service targets/ measuring impact</p> <p>Working as part of a multi-disciplinary team</p> <p>Co-producing personalised wellbeing and safety plans with young adults</p>
<b>Skills &amp; Competencies</b>	<p>Effective administrative, organisational, and problem-solving skills with the ability to prioritise and time manage</p> <p>Excellent verbal and written communication and interpersonal skills and ability to work with people in ways that are clear, considerate and understandable</p>	

	<p>Ability to maintain appropriate professional boundaries, including an understanding of the principles of confidentiality</p> <p>Ability to work effectively in collaboration and partnership both within and outside the organisation</p> <p>Ability to keep accurate case notes and statistical information</p> <p>Ability to work unsupervised and on own initiative and make sound decisions</p> <p>IT literacy using a range of current and relevant packages and proficiency communicating via digital means; e.g. MS office</p>	
<b>Knowledge</b>	<p>Understanding of mental health issues and the impact of social factors</p> <p>Understanding of safeguarding issues and procedures, risk management and health and safety</p> <p>A strong awareness and understanding of when it is appropriate or necessary to refer people to other health professionals/ agencies, when what the person needs is beyond the scope of the role</p>	<p>Knowledge of what is available within South West Essex to support young people in their recovery.</p> <p>Understanding of personal health budgets and their alignment with the Personalisation agenda</p> <p>Understanding of the Five Ways of Wellbeing</p> <p>Knowledge of current legislation including the Care Act, Mental Health Act and Equality and Diversity principles</p>
<b>Other Requirements</b>	<p>Must have use of own vehicle for business purposes, and willingness/ability to travel within South West Essex as required by service</p> <p>Flexible working to meet the needs of the service</p> <p>Commitment to reducing health inequalities and proactively working to reach people from all communities</p>	<p>Self-awareness and understanding of own strengths and limitations and impact of personal style and approach on others</p>

	Enthusiastic and motivational, with a strong 'can do' attitude	
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Job Holder	Signature
	Date
Manager	Signature
	Date