

Mental Health and Wellbeing Adviser



Role Description

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| Grade & Salary: | Edinburgh Napier Grade 5 |
| Campus Location: | Sighthill |
| Line Manager: | Wellbeing Services Manager |
| Line Management Responsibility for: | N/A |
| Organisational Structure: | <input type="checkbox"/> Tick to confirm attached |
| Role Summary: | <p>The Student Counselling and Mental Wellbeing Service offers counselling and mental health advice to around 17 000 students.</p> <p>This is a role for a creative and dynamic Mental Health and Wellbeing Practitioner with background, qualifications and experience in Nursing (RMN) Social Work, Counselling or third sector. The post holder will support the University to respond to current wellbeing challenges in the higher education sector and work collaboratively with services on and off campus to ensure students have access to appropriate resources and services that support them to achieve their academic and personal goals.</p> <p>The post holder will work within a multi-disciplinary team to develop and deliver a range of proactive support. This will include face to face and online interventions and, where appropriate, psychoeducational workshops. These will assist students to develop skills to manage and maintain their mental health and wellbeing.</p> <p>The post holder will have substantial experience in conducting mental health assessments and experience of assessing and managing risk within a service safeguarding context. Together with the service manager, the post holder will co-ordinate the service safeguarding framework and, together with the wider team, act as a point of contact within the university offering support and advice on mental health related situations with associated concerns.</p> <p>By delivering mental health related educational programmes the post holder will promote a sense of community within the University to ensure that students can fully participate in University life, develop resilience, good physical and mental health.</p> <p>Responsibilities include working to embed innovative and inclusive practices across the University through networking and contributing to</p> |

training. The post holder will be required to operate flexibly to meet the demands of the service, working on occasion out-with normal office hours.

Key duties of this post include to:

- Offer tailored one to one emotional and practical mental health support to students and liaise with internal and external stakeholders.
- Co-ordinate, together with management, the service safeguarding structure and support the service by advising colleagues on associated safeguarding matters.
- Design and deliver activities in support and promotion of mental wellbeing – including those designed to tackle stigma, and by delivering new evidenced-based psychoeducational group work programmes and/or appropriate therapeutic based interventions.
- Develop and strengthen existing mental health-related service protocols and guidance and assist in the development of mental health related strategies.

Main Duties and Responsibilities

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| ➤ | Act as the first point of contact and work with students presenting in person, by email and by phone offering emotional and practical support by: <ul style="list-style-type: none"> • promoting the provision of specialist support and referral; • maintaining a caseload providing a 1-3 sessions model as well as a smaller caseload of longer term solution focused mental health advice; • offering mental health advice and practical assistance to students on a monthly to six weekly basis, including liaison with internal and external services and staff. |
| ➤ | Support the development of self-management skills with students who require support with issues such as anxiety, panic attacks, dealing with phobias, or procrastination by (if qualified) offering CBT type interventions or other therapeutic approaches; and by working with students to develop comprehensive intervention and support plans; carrying out thorough mental health assessments; including making referrals to other health professionals as appropriate. |
| ➤ | Together with colleagues ensure best practice and support for students presenting with mental health difficulties ensuring that the University meets its 'duty of care' responsibilities and agreed processes are implemented. This includes taking part in clinical service meetings where complex cases are discussed and presented to ensure safe and ethical practice. |
| ➤ | Together with colleagues provide a 'wellbeing drop-in' and triage service to students helping them access appropriate services within the University and out with. |
| ➤ | Conduct in-depth student assessment and oversee and steer a care plan for students taking into account all aspects of their life as a student. With reference to the service |

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| | safeguarding framework design a response and care programme for those experiencing a mental health crisis, and carry out risk assessments (risk to self or others). |
| ➤ | Act as point of contact and advice in mental health emergency situations; take a casework approach in responding to crisis for students causing significant concern, and implement emergency and safeguarding procedures, reviewing and evaluating student progress. |
| ➤ | Contribute to the delivery of a group work and workshop programme with a focus on psychoeducation and mental health and wellbeing to students, and to the delivery of staff training in support of skills and increased mental wellbeing awareness. |
| ➤ | Actively liaise and set up links and referral pathways with: Academic Schools, University professional support services, Napier Students' Association, NHS mental health services and relevant third sector providers to ensure students have access to the most appropriate support. Liaise when necessary with students and those involved with their care as appropriate, during periods of temporary withdrawal |
| ➤ | Together with management and in accordance with service guidance take a lead role in safeguarding overview within the service, advising practitioners and colleagues on safeguarding matters such as suicide prevention, mental health crisis, vulnerable adult and child protection matters. As a clinical lead participate, and when required lead, at referral meetings to make decisions re student support options for students presenting with multiple needs and complexities. |
| ➤ | Support students in negotiating time out or moving to more appropriate modes of study; with the consent of the student, liaise with academics, to make use of extenuating circumstances/'fit to sit' regulations and provide support statements for students in academic appeals. |
| ➤ | Develop and strengthen existing service guidance and protocols ensuring service professionalism and ethical practice is upheld. |
| ➤ | Contribute to peer support and supervision of guaranteed hours' staff and placement students. |
| ➤ | Ensure that students with pre-existing conditions are well supported through liaison with relevant Disability & Inclusion Advisers regarding reasonable adjustments to provide students with organisational and study skills support. |
| ➤ | Maintain thorough, accurate and up to date client case notes and statistics using our CORE management system ensuring compliance with the Service's Code of Confidentiality, professional standards and GDPR. |
| ➤ | In addition to the main duties indicated here, the post holder may be required to perform other duties assigned by the Wellbeing Service Manager or Head of Student Wellbeing and Inclusion from time to time. Such duties will be reasonable and be in line with the post holder's skills, experience and grade. |

Person Specification

| Attributes | Essential Requirements | Desirable Requirements |
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| <p>Education/ Qualifications</p> | <p>Educated to degree level or equivalent.</p> <p>A professional qualification in a related field such as mental health nursing, social work, counselling psychology or mental health occupational therapy</p> | <p>Related postgraduate qualifications</p> <p>Qualification in cognitive behavioural therapy or another relevant therapeutic intervention</p> <p>Qualification and/or training in delivering mindfulness interventions.</p> |
| <p>Experience</p> | <p>Significant post qualification experience in delivering one to one mental health support to individuals, including experience of conducting an in-depth assessment of clients presenting with complex needs, risk and crisis.</p> <p>Experience of providing mental health advice and health promotion.</p> <p>Experience of working in a clinical team setting.</p> <p>Experience of advising on safeguarding matters.</p> <p>Experience in delivering successful group programmes such as psycho-educational workshops and/or therapeutic group work</p> | <p>Current registration with the National Health Service</p> <p>Experience of working within the National Health Service.</p> <p>Experience of working in Further/ Higher Education.</p> <p>Experience of using psychometric evaluation tools</p> <p>Experience of policy and report writing</p> <p>Experience of the use of CORE management system or similar management systems.</p> |
| <p>Skills/Personal Requirements</p> | <p>Ability to convey an understanding of contemporary student experience and the challenges - and mental health challenges in particular- students face in higher education.</p> <p>Thorough knowledge of mental health issues, services, practices, provision and legislation in the UK.</p> | <p>Sound knowledge of physical health issues.</p> <p>Understanding & knowledge of NHS structures and systems.</p> |

Ability to undertake mental health assessment including where there is a risk to self or others.

Understanding and ability to work with trauma and trauma responses.

Thorough understanding of Child and Adult Protection frameworks and experience of communicating risk issues in written form, with colleagues and when liaising with NHS and other stakeholders.

Understanding of inclusion and oppression and how they relate to the area of mental health and the Equality Act (2010).

Demonstrable ability to provide advice, guidance and support to students with mental health difficulties.

Demonstrable ability to manage a caseload and maintain confidential records in line with GDPR.

Ability to maintain and report on service data and statistics.

Up to date knowledge and experience of external agencies and/ or experience of setting up referral pathways.

Excellent IT, interpersonal, communication and presentation skills.

Excellent organisational and administrative skills.

Ability to work as part of a team.

Ability to demonstrate self-care and psychological resilience.

Ability to work across campuses and on occasion to work flexible hours including occasional evening and weekend work.

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| | Commitment to high service standards, professional conduct and to upholding the University's values and behaviours. | |
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