

JOB APPLICATION PACK

Post: Temporary Mental Health Co-ordinator (36 hours)

**Closing Date:
12.00 pm on Friday, 22nd October 2021**

This post is subject to satisfactory references,
a PVG Check and Health Reference

EMPLOYEE SPECIFICATION – TEMPORARY MENTAL HEALTH CO-ORDINATOR

CATEGORIES	EXPERIENCE OR QUALITIES SOUGHT FOR THIS POST	
	Essential	Desirable
1. Qualifications & Experience	<ul style="list-style-type: none"> • Qualification in Mental Health Nursing (RMN) and hold current registration with the relevant body. • Experience of working with individuals with problems relating to drug and/or alcohol use • Experience of working with individuals experiencing difficulties with their mental health as a result of this use. 	<ul style="list-style-type: none"> • Experience of working in the community.
2. General Attainments	<ul style="list-style-type: none"> • Ability to reflect on professional practice. • Good interpersonal skills. • Ability to organise and prioritise workload. 	
3. Special Aptitudes	<ul style="list-style-type: none"> • Good communication skills. • Excellent documentation skills, including the recording of timeous case notes for clients/report writing for Social Work/other relevant bodies. • Computer literate. • Confident in supporting/leading groupwork/coaching sessions to a range of participants 	<ul style="list-style-type: none"> • Experience of supporting staff
4. Interests	<ul style="list-style-type: none"> • Commitment to personal development and to continued updating of knowledge and skills. 	
5. Disposition	<ul style="list-style-type: none"> • Ability to work independently and as part of a team. • Ability to cope with stressful situations. • Motivated and assertive. • Ability to establish and maintain working partnerships. 	
6. Circumstances	<ul style="list-style-type: none"> • Able to travel throughout Fife in a reasonable time. • Able to work outwith normal hours if required. 	

JOB DESCRIPTION

Job Title: Temporary Mental Health Co-ordinator

Responsible to: Service Manager

Salary: FIRST Grade Points 25-27

Work Base: 3 South Fergus Place, Kirkcaldy, KY1 1YA or other as deemed appropriate.
FIRST currently operate a blended model of office/home working to a rota.

MAIN ROLE

- 1.1 Deliver training and coaching in core behavioural and CBT skills for relapse prevention and recovery management to all staff.
- 1.2 Organise and deliver Decider Training on a one-to-one basis and group setting when required.
- 1.3 Manage a caseload of clients by providing one to one support to them using a range of interventions.
- 1.4 Organise, manage and deliver a range of issue based groupwork programmes to support the mental health and wellbeing of our clients.
- 1.5 Provide advice and support to staff in relation to complex clients they may be working with.
- 1.6 Participate in the screening and allocation of new referrals to the service in conjunction with the Service Manager and senior members of staff.

MAIN DUTIES AND TASKS

- 2.1 Deliver groupwork programmes relevant to clients' needs including trauma focused work and mental health support in conjunction with NHS Fife Addictions Psychological Therapies Service (APTS).
- 2.2 Assist clients to work towards achieving the goals they set in their Action Plans by providing one to one support and issue - based groups when appropriate.
- 2.3 Facilitate the effective use of other relevant services and networks to enable clients to maintain and re-establish links with the local community.
- 2.4 Ensure accurate and detailed client notes are recorded and placed on our online FORT CRMS database.

- 2.5 Participate in team meetings and meetings with other agencies as directed by the Service Manager/Line Manager including Child Protection Meetings and LAC Reviews.
- 2.6 Establish and maintain constructive contacts with referral agencies and other Services as required.
- 2.7 Ensure Naloxone is readily available and distributed to clients when required.

EDUCATION AND TRAINING

- 3.1 Keep up to date with new developments and progress in the field of substance use/mental health.
- 3.2 Undertake necessary training designed to improve personal and professional skills and knowledge.

SUPERVISION

- 4.1 Attend and participate in managerial supervision as directed by the Line Manager.
- 4.2 Attend and participate in any Service Development Events organised for/by the Service.

PROMOTIONAL WORK

- 5.1 Promote the Service through delivering presentations and awareness raising activities.
- 5.2 Contribute to reports, Annual Reports, etc as directed by the Service Manager.

QUALIFICATIONS

The post holder should hold a Registered Mental Health Nursing Qualification, current Registration with the relevant body and ensure this is kept up to date during their employment with the organisation.

GENERAL

The post holder may be required to perform duties other than those given in this job description. Duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations would not justify the re-evaluation of the post.

Employment History			
Employer Name: Address:	Job Title:		
	Start Date:		End Date:
	Reason(s) for Leaving:		
Brief Description of Duties:			
Employment History			
Employer Name: Address:	Job Title:		
	Start Date:		End Date:
	Reason(s) for Leaving:		
Brief Description of Duties:			

Relevant Education and Training;			
Date Awarded	Qualification / Training Course	Subject	Grade/ Level

Membership of Professional Bodies or Organisations other than SSSC		
Date From/ To	Body/ Organisation	Level of Membership

** If you require more space, please use the blank page at the end of the application.*

Statement in Support of your Application

Use this space to give us any additional information you would like us to consider in support of your application.

You may wish to state why you would like to work for FIRST and how you can use your skills and experience to carry out this role.

References			
Please provide two referees, one of which should be your current or most recent employer. Each referee should have some management or supervisory responsibility for your work or should be a professional who has direct knowledge of your skills and abilities. We cannot accept references from family members or friends.			
Referee 1		Referee 2	
Can we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		Can we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name:		Name:	
Job Title:		Job Title:	
Email Address:		Email Address:	
Organisation & Address:		Organisation & Address:	
Relationship to you:		Relationship to you:	

Where did you see this position advertised?
website <input type="checkbox"/> Good Moves <input type="checkbox"/> Other: please detail

Other Information and Declaration
<p>If you consider yourself to have a disability under the Equality Act 2010 and wish to take advantage of the guaranteed interview scheme please tick this box. <input type="checkbox"/></p> <p>Any reasonable adjustments required to attend for interview will be discussed in your invite to interview.</p> <p>I authorize to obtain references to support this application. I confirm that the information given on this form is to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal.</p> <p>Signed: _____ Dated: _____</p>

Please return completed application:

by Post

April Adam, Service Manager, FIRST, 3 South Fergus Place, Kirkcaldy, Fife, KY1 1YA

by E-mail

jeanie.nowland@firstforfife.co.uk

DIVERSITY MONITORING FORM

FIRST wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010. Building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organization needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Please return the completed form in the envelope marked 'Strictly Confidential' to **Jeanie Nowland, Business Manager**.

Gender Man Woman Intersex Non-binary Prefer not to say
 If you prefer to use your own term, please specify here: _____

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59
 60-64 65+ Prefer not to say

What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveler
 Prefer not to say

Mixed/Multiple Ethnic Groups

White and Black Caribbean White and Black African White and Asian Prefer not to say
 Any other mixed background. Please state: _____

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
 Any other Asian background. Please state: _____

Black/African/Caribbean/Black British

African Caribbean Prefer not to say
 Any other Black/African/Caribbean background. Please state: _____

Other ethnic group

Arab Prefer not to say
 Any other ethnic group. Please state: _____

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?
Please write here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable judgement', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you use your own term, please specify here: _____

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim Sikh

Prefer not to say If other religion or belief, please write here _____

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours Annualised hours Job-share

Flexible shifts Compressed hours Homeworking Prefer not to say Other _____

Do you have any caring responsibilities?

None Primary carer of a child/children (under 18) Primary carer of disabled child/children

Primary carer of disabled adult (over 18) Primary carer of older person

Secondary carer (another person carries out the main caring role) Prefer not to say
