

Job title	Children & Young Person's Practitioner
Responsible to	Children and Young Persons Service Manager
Base office	Medway
Department	Children and Young People (CYP)
Salary	£12.10 per hour
Location	Not Fixed

Purpose of Post

North Kent Mind bank workers are taken on by the organisation in a casual capacity to ensure adequate staff cover in day services when the organisation cannot meet this from existing staff due to staff sickness, training, annual leave or vacancies. Payments for sessions will go through the North Kent Mind payroll system and Tax and National Insurance will be deducted if appropriate.

In general, Bank workers are contacted as and when difficulties in maintaining the Children and Young Persons Services staff rota occur, and are free to take on or reject any such sessions offered. Where bank workers have particular skills in group work, individual work or leading activities, they may also be offered a series of sessions.

North Kent Mind Support Services include Employment Services, Housing Services, Wellbeing Services, and Children & Young Persons services. This position relates specifically to Children & Young Persons service support.

Structure of the Post

Bank staff are responsible to the Children and Young Persons Services Manager, who is responsible for the element in which the bank worker is deployed. The work on offer could involve venues in Medway, Gravesend, Dartford and Swanley; bank staff are free to reject offers of work at venues which are difficult for them to get to. Travel costs incurred as a result of the workload beyond the usual distance to the office are reclaimable as expenses in line with policies and procedures.

A: DUTIES OF THE POSTS: GENERAL

These duties apply to all North Kent Mind Staff:

1. To work within a framework which:
 - Abides by all the policies of North Kent Mind, including Equity and Diversity, Confidentiality, Health and Safety, Information Governance, GDPR.
 - Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
 - Respects, encourages and builds on individual clients' coping strategies, skills and autonomy.
 - Maintains good liaison with any other outside agencies as is necessary
 - Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.
2. To participate in supervision and appraisal

3. To attend staff meeting and service team meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

B. DUTIES OF THE POSTS: SPECIFIC

Group Work / Presentations

Psycho-educational group sessions will vary in duration, generally 45 mins-1hr long. North Kent Mind CYP Practitioners will:

1. Study and develop comprehensive knowledge of the materials presented within the group work sessions.
2. Use standardised wellbeing forms to monitor impact of support. (WEMWBS)
3. Prepare for sessions – set up the venue before the presentation and clearing up at the end of the presentation.
4. Run and manage the group of participants who suffer from similar mental health conditions, enabling them to find and share ways of managing these conditions better.
5. Ensure an attendance log is kept and sessions are recorded on internal system; Lamplight.
6. Give support and attention to individuals who, because of distress or other issues, have to temporarily leave the group during the session.
7. Welcome new attendees and getting basic details for the Registration Forms.
8. Offer signposting, advice, information and follow up after presentations as needed.
9. Deal appropriately with any crisis or incidents which occur in line with the procedures and policies of the host organisation.
10. Aid the development and compilation of a presentation suited to the appropriate age group.
11. Obtain feedback forms following completion of group activities.

Individual Work

Individual work with students will vary in duration, typically with a session lasting 45mins-1hr long. North Kent Mind CYP Practitioners will:

1. Work alongside the young person to identify their needs.
2. Use a solution-focussed, coaching approach to encourage personal development, goal setting and positive outcomes. Please note, this is not therapy, but a model that will be taught in training using positive psychology resources and framework.
3. Offer individual signposting, advice, information and follow up after presentations as needed.
4. Use standardised wellbeing forms to monitor impact of support. (WEMWBS)
5. Deal appropriately with any crisis or incidents which occur in line with the procedures and policies of the host organisation.
6. Keep an attendance log and session notes for each CYP on the internal system; Lamplight.

7. Obtain feedback forms following completion of sessions.

C. DUTIES OF THE POSTS – OPTIONAL

Where bank support workers have particular skills in particular activities or group work, they may from time to time be deployed for a series of activities, or special project, or self-management groups, by arrangement. As the lead facilitator for these sessions, additional duties will be negotiated.

Occasionally, specific Projects will arise which may be offered to Bank Workers with particular experience or skills in that area. These will be for a defined duration, although this will vary from project to project.

Personal Specification

Criteria	Essential	Desirable
An understanding of the issues affecting CYP with mental health problems	✓	
An awareness and understanding of how people can move forward with their lives	✓	
A non-judgemental attitude to mental health service users	✓	
An empowering and positive attitude to CYP	✓	
Experience of working with CYP	✓	
An awareness and understanding of legislation relevant to CYP work		✓
Ability to engage CYP in a diverse range of subjects	✓	
Ability to work within a team	✓	
Experience of supporting volunteers		✓
Good written skills	✓	
Excellent communication skills	✓	
The ability to communicate with a wide range of people including young people, staff and volunteers	✓	
Excellent listening skills	✓	
An understanding of the need for strong professional boundaries	✓	
Proactive and flexible approach to problem solving	✓	
Experience of working with groups	✓	
Experience of working individually with children/young people	✓	
Excellent organisation skills	✓	
Good computer skills	✓	
Able to work on own initiative and be self-motivated	✓	
Car driver/owner		✓
Ability to work term-time hours	✓	