**Job Description**

Title: Mental & Physical Health Practitioner (SPARC4wellbeing)

Responsible to: Manager

Location: SPARC and surrounding area

Purpose

To provide SPARC service users with physical and mental health interventions in order to improve their personal wellbeing.

To join an existing team of workers in providing a range of services.

The post holder will need to hold a NVQ Level 3 in Health and Social Care (or equivalent).

The post holder will need a background in physical/mental health promotion.

Responsibilities

1. **Service to members**

To be committed to the organisation’s philosophy of providing a safe, supportive and understanding environment. Enabling service users by aiming to raise levels of self-esteem, self-confidence and motivation, encouraging independence and self autonomy.

To make yourself aware of individual service user’s needs through informal assessment and liaison with other staff. To aim to meet these needs through the provision of a high standard of care and support to service users at all times.

To facilitate one to one wellbeing sessions (face to face and online).

To facilitate group workshops (face to face and online), psychoeducation, physical activity education, mental and physical health discussions, group CBT skills sessions etc.

Manage referrals, conduct individual physical and psychological wellbeing assessments and create person centred outcome focussed wellbeing support plans.

Support the co-facilitation of physical-wellbeing activities such as sport and greenspace sessions.

To contribute towards service development by enabling service users to have a major input into decision making and planning.

Where appropriate, to support service users in meetings within or outside of the organisation.

Ensure service users’ rights are respected and facilitate advocacy on behalf of service users where appropriate.

To source and/or provide relevant information about other services and organisations

and where appropriate support their referral when required.

To develop links/partnerships with local community based groups and organisations.

To ensure that the centre’s guidelines on personal boundaries and relationships are adhered to and report any malpractice to the manager.

Encourage service users to be aware of their own health and provide information on variable aspects of health promotion.

To have an awareness of the Recovery Model and Social Inclusion and implement these philosophies through all aspects of the work.

1. **Administrative & Financial Duties**

Maintain all records, where appropriate, in accordance with current systems.

Contribute to the overall impact and outcome processes of the SPARC4wellbeing project.

Assist the manager and office administrator in maintaining financial records for petty cash and income.

Ensure that relevant information is effectively communicated and shared by distributing it appropriately within the organisation.

1. **General**

Throughout the performance of your duties conduct yourself in a manner that demonstrates respect for service users, colleagues and the organisation, and demonstrate commitment to service user involvement and empowerment in all aspects of your work.

To comply with SPARC’s policies and procedures, and aim to ensure their effective implementation at all times.

To act at all times in the best interests of SPARC and its service users, drawing any malpractice to the attention of your line manager.

Maintain appropriate, efficient and professional links with other agencies and carers, adhering at all times to the centre’s policy on confidentiality whilst aiming to promote the best interests of the service users.

Endeavour to work effectively as part of the team of staff, therapists, volunteers and students.

Assist in all aspects of maintaining the centre as a safe, healthy and comfortable environment for all, and assist in reporting deterioration and repairs.

To be aware of and monitor the security of the building and its occupants.

1. **Support and supervision**

Line management support and supervision will be available to you regularly from the manager.

Participate in the daily planning and team meetings whenever possible.

1. **Personal Development**

Together with the organisation you will take responsibility for your continuing personal development and aim to remain up to date with current mental health/ social care issues.

Through regular supervision you will be proactive in identifying your own development and training needs.

Attend appropriate training as agreed with your line manager.

**This job description does not form part of your contract of employment. Different or additional duties may be required as the organisation develops.**