

# Job Description

<b>Job Title</b>	<b>Community Wellbeing Practitioner</b>
<b>Salary Grade/Rate</b>	£16,103 plus a contribution of 5% of salary to a pension scheme.
<b>Hours</b>	24 hours per week
<b>Annual Leave</b>	27 days per annum plus public holidays
<b>Based at:</b>	Caia Park Partnership Wrexham Post holders work is split between Flintshire and Wrexham
<b>Responsible to</b>	Community Wellbeing Manager
<b>Internal &amp; External contacts</b>	<ul style="list-style-type: none"><li>• Clients, staff, volunteers and directors/trustees of NE Wales Mind</li><li>• Self-employed and volunteer activity leaders and trainers</li><li>• Professionals referring clients to the service</li><li>• Staff of Mind and other local Mind groups</li><li>• Staff, volunteers and clients of Groundwork, Flintshire Local Voluntary Council and other voluntary and statutory organisations in Flintshire/Wrexham</li></ul>
<b>Aims of the post</b>	To provide social prescribing support based on a blended signposting and link worker model. To work with people to explore self-help strategies which will include active monitoring. Answering phone-calls and generally supporting people who have moderate to severe mental health problems to develop their mental and physical wellbeing, independence and quality of life. To provide cover for activities as required.
<b>Main duties</b>	<ul style="list-style-type: none"><li>• To work as part of the Community Wellbeing team to deliver activities, support and advice.</li><li>• Encourage engagement and undertake the relevant administration.</li><li>• Carry out initial induction interviews with clients to assess their goals, the suitability of services for them, any risks or barriers and the level of support needed.</li><li>• Support people in their individual recovery through the use of self-help tools including Active monitoring or Wellness Recovery Action Plans</li></ul>

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- Assist in the planning, organisation and delivery of wellbeing activities and services, which will include Saturday Drop-in; Step-up Step-out; craft, mental health education courses and relaxation groups
- Organise wellbeing events and activities in the community.
- Support the organisation and delivery of training and learning courses and events.
- Support clients to access information resources, including Mind information leaflets, leaflets from other organisations and on-line resources.
- Maintain confidential client records.
- Collect and analyse information to assist with monitoring.
- Encourage the active engagement of people with experience of mental health problems in the development the services they receive.
- Assist with the development and organisation of new activities and events as directed by the Community Wellbeing Manager.
- Attract new participants to NE Wales Mind services through networking events.
- Represent NE Wales Mind at relevant external meetings.
- Complete administrative tasks promptly in line with project needs and NE Wales Mind policies and procedures.
- Work as part of the NE Wales Mind team in order to provide a quality service to all clients and contribute to wider service planning and developments.
- Attend staff meetings, individual clinical and line management supervision and participate in training, seminars or conferences as directed.
- Carry out any other duties, which are commensurate with the grade, which may be allocated.

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**Prepared &  
approved**

August 22

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This Job Description may be subject to periodic amendment and revision by the Board of Trustees and the Chief Officer in line with the changing needs of NE Wales Mind. This will be undertaken in consultation with and with the agreement of the post holder.

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This Job Description is intended to give an overview of the role of the Community Wellbeing Practitioner however the Chief Officer or Community Wellbeing Manager may request tasks to be undertaken which are not specifically mentioned in this document but which are in line with the level and nature of the role.