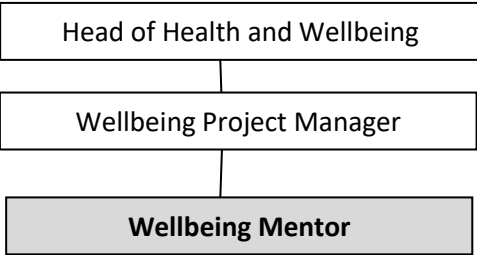


Job title	Wellbeing Mentor (Bromford)	Department	Wellbeing Team
Position reports	Wellbeing Project Manager	Position is responsible for	N/A
Location: Patchway or Kingswood office with travel across South Gloucestershire			
Main purpose of job: To conduct comprehensive bio-psychosocial and holistic needs assessments with residents who have been referred by their neighbourhood coach. Working both face to face, remotely and over the phone to formulate support plans based on their strengths, needs and aspirations. Sign posting and connecting people to specialist and community services whilst ensuring case work is recorded accurately and in a timely manner.			
Position in Organisational Structure			
 <pre> graph TD A[Head of Health and Wellbeing] --- B[Wellbeing Project Manager] B --- C[Wellbeing Mentor] style C fill:#ccc </pre>			
Length of contract: 12 month contract		Salary: £25,580.93 per annum pro rata (Actual salary £12,790.46) 18.5 hours per week	

Main duties
<ul style="list-style-type: none"> • Manage a caseload of individuals providing up to 8 sessions of 121 support remotely and face to face. • Create holistic plans tailored to meet the needs of each individual • Provide an asset based approach to support to bring about positive, sustainable changes in behaviour. • Develop and maintain a range of strategies and resources (emotional and practical) to effectively engage individuals, partners and communities. • Plan, deliver and evaluate support to assist clients to maintain tenancies, improve health and wellbeing and financial stability. • Refer to and work in partnership with other agencies as appropriate. • Establish and maintain effective working relationships with statutory and voluntary agencies to ensure a high standard of service and support to families

- Follow safeguarding processes and procedures
- Undertake administrative tasks including data recording, writing letters of support, attending meetings and applying for grants. This list is not exhaustive
- Ensure monitoring and statistical information regarding the project objectives is available for the Wellbeing Project Manager.
- Work within established procedures for monitoring information, assessment, information sharing, confidentiality, safeguarding and health and safety, undertaking risk assessments where appropriate.
- To participate in regular case-review meetings, supervision, appraisal and training.
- Attend monthly supervision

GDPR/Data Recording

- Maintain client files and databases as required and in line with organisation record keeping and project monitoring requirements.
- Maintain accurate records and produce written reports of work as required.
- Produce case studies every 3 months to evidence the impact of the service on clients' wellbeing
- At all times adhere to relevant legislation, good practice and policies and procedures, including Child Protection, Safeguarding Adults, Health and Safety, Confidentiality and Equality and Diversity.
- Maintain confidentiality and discretion and comply with the terms of the Data Protection Act 2018 as well as local and Southern Brooks Community Partnerships/DHI policies

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Additional Tasks

To provide caseload supervision to a student social worker when required during their placement with Bromford, from October to February at Southern Brooks (full training will be provided)

- **Last updated:** July 23
- **Date of next review:** July 24