

GLASGOW ASSOCIATION FOR MENTAL HEALTH

JOB DESCRIPTION

POST: CO-ORDINATOR
SERVICE: YOUNG ADULT WELLBEING SERVICE
REPORTS TO: YOUNG PEOPLES MANAGER
ACCOUNTABLE TO: CHIEF EXECUTIVE

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Purpose

The Young Adult Wellbeing Service (YAWS) is funded by the Big Lottery for 3 years to support the mental wellbeing of young people aged 16-25 in Glasgow experiencing mild to moderate mental health difficulties. The service has been built on the work of the GAMH Young Adult Mental Health (YAMH) pilot.

YAWS will support the delivery of mental health and wellbeing sessions (digital and face to face), which allow for peer interaction and peer support. Varied recreational, interest-based and cultural group activities will enable young people to regain confidence and keep socially active in the community.

I.ROC assessment tools will be used to facilitate discussions about the young person's recovery goals. Established connections with organisations and activities in the community will be developed to ensure individuals are appropriately signposted when they transition from YAWS. Partnerships and participation in learning and sharing forums will enable the service to keep updated and improve support for young people's mental health.

Main Responsibilities

This post is designed to provide coordination of this service in line with contractual requirements as well as developing the work around young people and mental health. You will also support the evaluation and research components linked to this new service.

Specific responsibilities – Service Delivery

To promote and coordinate the service- YAWS

To ensure that the services is tailored to the needs of young people.

To develop and maintain effective links with other young people services, including those provided by GAMH

To monitor, evaluate and plan support for young people by developing a partnership approach, working with colleagues and young people- to assess, implement and evaluate the service provided.

To facilitate the development of the service, as agreed with your line manager.

To participate in the development of community based support for young people, particularly by providing feedback and implementing agreed changes in the service, as directed by your line manager.

To ensure that a range of information on access to health care, social welfare and personal development resources are readily accessible to young people.

Line Management Tasks

To provide line management support to staff using agreed GAMH supervision and performance management systems.

To plan and allocate team resources effectively according to the needs of young people in conjunction with your line manager.

To participate in the development and implementation of induction programmes for staff, volunteers and students as agreed with your line manager.

To establish working relationships with staff and volunteers that build trust in your abilities as a line manager and in their abilities to work effectively in their individual roles as members of the team.

To ensure workers and volunteers support young people in a person centred way which achieves positive outcomes which can be evidenced and evaluated.

To implement agreed systems, procedures and practice for assessments, plans and reviews.

Lead work with individuals and others to evaluate the achievement of allocated areas of work against agreed performance indicators.

Ensure others understand how their allocated areas of work support operational plans and positive outcomes for young people.

To receive and coordinate all referrals to the team ensuring that referrals are appropriate, fully risk assessed and undertake any follow up with referral agencies as required.

Authorising and monitoring petty cash spend and team members' travel expenses.

Practice Development Tasks

To demonstrate leadership and promote GAMH partnership approach to practice and service delivery.

To support team members to identify any areas in need of development through supervision and performance management systems.

To develop and monitor subsequent action plans through supervision, including identifying relevant training, and monitor and report progress to your line manager.

To ensure that the team understand and follow the relevant recording systems for support planning with younger people

To use organisational policies and procedures to promote good practice and challenge poor practice and record these within supervision.

To arrange and co-ordinate team meetings.

To ensure that all team members have access to and comply with GAMH policies, procedures and practice that support positive outcomes for young people.

Safe Guarding

To contribute to the development of systems to manage risk to self, others and team members.

To develop with the team working practices which follow GAMH policies and procedures and ensure participation of all team members to encourage effective and safe practice.

To promote the protection of young people including ensuring that team members have access and understand information about the legal and organisational requirements for the protection of adults and children.

Maintain and monitor compliance with GAMH Vulnerable Adult and Child Protection policies and systems based on legislative, regulatory, registration and Inspection requirements that support the safeguarding of individuals from harm or abuse.

Report all safeguarding incidents following GAMH guidelines ensuring all follow up reporting and any required support to service users and to team member involved is recorded and reported to the line manager

Health and Safety

To ensure that others have access to GAMH policies, procedures and practices required for health, safety and security relating to their work and are supported and mentored to aid understanding and compliance.

Implement, maintain and monitor compliance with GAMH health and safety requirements and identify and report through GAMH procedures any incidents or accidents including near misses.

Record Keeping

GAMH complies with all aspects of data protection and takes seriously its duties, and the duties of its employees, under the General Data Protection Regulation 2016.

The GDPR (2016) applies to personal information that is "processed". This includes obtaining personal information, retaining and using it, allowing it to be accessed, disclosing it and, finally, disposing of it.

You will maintain and monitor compliance in line with the organisation's Data Protection and Data Management Policy

Will ensure that records and reports are stored and shared within confidentiality agreements and according to legal, work setting and other agency agreements and requirements

Will ensure that records and reports are accurate, concise, objective, understandable and legible.

Other

To take responsibility for and keep up to date with current practice and maintain records of your own professional development, according to legal and organisational requirements.

Comply with Social Services Council (SSSC) Codes of Practice.

To participate in out-of-hours work as required

To carry out any other duties and responsibilities consistent with the post as directed by the line manager.