

# JOB DESCRIPTION

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**TITLE:** Mental Health Adviser

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**GRADE:** Scale 8

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**RESPONSIBLE TO:** Mental Health & Wellbeing Manager

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## PURPOSE OF JOB:

- To develop and co-ordinate support for learners with mental health difficulties

## MAIN TASKS AND RESPONSIBILITIES:

### 1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.5 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.

### 2. In common with all other support staff:

- 2.1 To participate in College-wide projects and tasks;
- 2.2 To work in other support services areas to meet the specific needs of workload peaks;

- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the College.

### **3. Particular to the post:**

**NB: The responsibilities below are related only to the area of work for which s/he is responsible.**

- 3.1 To ensure students have access to the full range of support offered.
- 3.2 To support and, where appropriate, act as an advocate on behalf of learners with mental health difficulties;
- 3.3 To deliver a programme of mental health awareness training across the campuses in liaison with the Mental Health & Wellbeing Manager;
- 3.4 To form effective partnerships with mental health agencies and relevant outside organisations;
- 3.5 To create a robust referral service and maintain records for monitoring and evaluating the impact of initiative and intervention;
- 3.6 To represent New City College at external events, as appropriate;
- 3.7 To provide information, resources and signposting to staff and students;
- 3.8 To track and support learners to aid retention and achievement;
- 3.9 To maintain up to date awareness and understanding of national and local developments, to highlight emerging trends and disseminate models of best practice;
- 3.10 To work with the Mental Health & Wellbeing Manager to organise on-campus events to provide mental health awareness throughout the year.
- 3.1 To operate a triage service for students across New City College who are referred or self-refer to the Mental Health & Wellbeing service.

### **4. Person Specification**

- 4.1 Possession of a qualification in mental health or considerable experience in working in the mental health field;
- 4.2 An understanding of and experience in the delivery of adolescent and adult mental health services;
- 4.3 Experience of dealing with child protection and mental health issues;
- 4.5 Good IT skills, including Word, Excel, PowerPoint and databases;

- 4.6 Sufficient energy and imagination to contribute substantially to the achievement of the College's aims and objectives;
- 4.8 An understanding of, and commitment to, equal opportunities policies and practical ideas for their implementation in this post;
- 4.9 Experience of effective liaison with a range of public and voluntary organisation including the NHS.

**Additional Information:**

This job description will be reviewed annually (it may change to reflect national initiatives) to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.