# Bath_Mind_Logo_RGB

# Job Specification

**Job Title:** Breathing Space Relief Support Worker

**Reports to:** Breathing Space managers

**Contract type:** Zero hour contract

**Salary:** £11.57 per hour

**Reports to:** Breathing Space manager

**Location:** Central Bath

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community.  Since then we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 3,400 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**Overall Responsibilities**

To work with the team to support the smooth running of Bath Mind’s evening Breathing Space operating between 5.30pm and 11.30pm.

The Breathing Space offers a calm, non-clinical telephone and physical face to face service supporting individuals experiencing, or at risk of, a mental health crisis. The service will provide practical and emotional support and may be used as an alternative to admission to statutory services.

The service operates both telephone support (home based) and physical support (Bath city centre based). Training will be supplied by Bath Mind.

This service is open to customers 365 evenings of the year, between 5.30pm and 11.30pm.

The Breathing Space Support Worker shift is from 17:00 to 00:00

**Communication Responsibilities**

To adopt a team approach and be a proactive team member

To be non-judgemental and empathetic

To adhere to the policy of confidentiality and sharing of information

To be non-discriminatory

To promote positive perceptions of Bath Mind at all times

To liaise with users of Bath Mind services as required

To maintain positive working relationships with other employees and volunteers of Bath Mind

To attend supervision, appraisals and team meetings

To attend training and relevant courses for professional development

To communicate and update information to the team regularly and effectively

**Specific Responsibilities**

* Assist with the preparation of the service each evening
* Attend briefing meetings
* Facilitate a welcoming and friendly environment
* Maintain appropriate records of attendees
* Liaise with service users, carers and relevant organisations to ensure high quality services are delivered consistently
* Provide robust assessment and data management of a person’s needs
* Work as a positive individual and part of a multidisciplinary team
* Maintain an honest and caring approach
* Attend meetings as required and as appropriate for the role
* Establish good working relationships with volunteers
* Establish good working relationships with partner organisations
* Be actively involved in the promotion of the service
* Assist the development of systems for the smooth running of the service
* Participate in team meetings, appraisal, workforce development and supervision
* Ensure the implementation of all Bath Mind policies
* Take responsibility for own safety and to strictly adhere to Bath Mind’s safety procedures at all times
* Undertake other duties as appropriate

**Benefits**

Clinical supervision

Emergency Assistance Programme

Workplace Pension Scheme

Free membership to the [Soul Spa](https://www.thesoulspa.co.uk/?gclid=EAIaIQobChMIyNyTiIav9wIV0YBQBh2voQAMEAAYASAAEgLjIvD_BwE) in Bath

Eligibility for charity discount via Blue Light Card

**Person Specification**

**Essential Criteria**

* Knowledge of mental health issues
* Flexible, self-motivated and disciplined approach when dealing with professionals and clients
* Robust professional boundaries
* A polite and courteous manner
* Good management of time
* Good interpersonal skills
* Good communication and listening skills
* Ability to work as part of a team
* Self-confident and the ability to use initiative

**Desirable Criteria**

* Previous experience of working in a mental health services and/or social care setting