

JOB DESCRIPTION AND PERSON SPECIFICATION PCN

JOB TITLE: CYP Wellbeing Coordinator

Employed by: Imago

Responsible to: Service Manager

Working hours: Full time Monday to Friday. Flexibility required as occasional evening or weekends needed

Background: Imago is a social action charity delivering an innovative range of services to individuals, voluntary and community organisations and private and public-sector agencies in Kent, East Sussex, Medway and London. Underpinning our work is a commitment to excellence, evidencing impact and safeguarding vulnerable people. We work with individuals, families, and communities to create change together.

Purpose of Role: To improve emotional wellbeing and resilience of children and young people at risk of mental health problems using a social prescribing model of holistic care. To promote the service in schools and wider communities to achieve engagement and outcomes.

RESPONSIBILITIES AND DUTIES

- Support young people at risk of mental health problems to develop emotional regulation and resilience, improve wellbeing; provide support through life transitions
- Independently manage referrals from school and other professionals for eligible young people; complete assessments; create action plans; carry out home visits where needed
- Work with children and families in a supportive, holistic way to address practical and psychological barriers, coping strategies for daily living, low confidence and social isolation; work together to co-produce solutions and coping strategies
- Support communication with young people, their families and between services; advocate for young people
- Make referrals to local community groups and other services; facilitate the sharing of information and resources
- Develop relationships with schools including delivery of assemblies, group-based support, workshops and presentations within the school environment to raise awareness of the service and deliver key messages; attend events and meetings
- Deliver one-to-one support; develop wellbeing toolkits
- Support the planning and delivery of activity days, including supporting other IMAGO projects to meet the needs of the service

- Promotion of positive mental health and prevention of mental health issues in childhood and adolescence
- Ensure achievement of performance monitoring outcomes
- Maintain excellent records; undertake regular evaluation of the service
- Work with an understanding of issues relating to lone working, safeguarding, data protection and confidentiality; and adhere to Imago policies and procedures
- Keep up-to-date with issues affecting young people, both locally and nationally
- Undertake relevant internal and external training
- Have a commitment to equal opportunities, ensuring services are accessible to all sections of the community; work with an understanding of cultural differences

ESSENTIAL SKILLS AND EXPERIENCE

- Relevant personal or professional experience of working with children in social care, health, education or voluntary and community sector
- Experience of delivering mental health support to individuals or groups
- Proven experience of report writing, and working with individuals to identify and action personal goals; understanding and experience of monitoring and evaluation
- Operational experience of multi-agency working
- Ability to work independently and as part of a team; to meet objectives, achieve targets and work to tight deadlines
- Excellent communication skills
- Solution orientated with ability to solve problems
- Ability to stay calm in challenging situations and have a measured response
- Confident working within professional boundaries
- Ability to forge effective relationships at all levels and across boundaries
- Proficient in using word, excel, websites and experience of using a database
- Good level of education
- Hold a full driving licence with business insurance and have access to own transport

Desirable Experience

- Project management experience
- Knowledge of policy and legislation relating to children

Post is subject to references and a satisfactory enhanced
Disclosure and Barring Service check