



JOB DESCRIPTION

Job Title:	<i>Beyond Red</i> : Specialist Debt Advice Worker Based at Being Well in Bexley (IAPT) Hub, Mind in Bexley (Funding until 1 st Dec 2011*)
Grade:	NJC Spinal Column Point 29
Salary:	£13,200 inclusive of Outer London Weighting
Pension:	Access to Stakeholder Pension
Hours:	Part Time 18 hours per week possibly including some weekend and out of hours working
Holidays:	25 days per annum pro-rata, plus public holidays
Responsible to:	Chief Executive, Mind in Bexley
Accountable to:	Board of Trustees

Overview of IAPT in Bexley

Bexley plans to implement an IAPT service in 2 stages. The first stage is bringing together the existing Step 2 (self help CBT) service and the primary counselling services and new funding will both establish a Hub for the new IAPT service and provide some additional staffing for it, this Hub will be the location for all Step 2 delivery, and for Holistic client assessment including employment support and debt advice. Stage 2 is the planned expansion of the service into a compliant IAPT site which will include self referral.

Purpose of job:

To provide a Debt and Budget Advice service to Bexley clients suffering from mental distress and to users accessing the IAPT service in order to support their recovery processes by assisting them in managing current finances, budgeting for debt avoidance or to prevent further debt problems with the overall aim of taking control of their financial problems.

To work with individuals, primary care and local employers to improve the situation of those in financial distress and strive to keep individuals in employment.

To provide training in awareness and management of budgeting and debt issues.

To provide some outreach provision to employers and community groups

Scope of the job:

- Will have direct responsibility for providing the Debt and Budget Advice element of service
- Will work alongside other members of the IAPT service to provide holistic and appropriate support for each client.
- Will be an experienced debt and budget worker.
- Will have the experience and competencies to establish and consolidate relationships with creditors in order to provide realistic outcomes and repayments.

- Will have the experience and competencies to develop and deliver a robust outcome focused service and to efficiently deliver timely, robust, focused and appropriate money and budget planning to clients.
- Will have the experience and competencies to provide quality assured training sessions on budgeting and debt awareness and its management to clients, community groups, local private and public sector employers and other appropriate stakeholders.
- Will work with Mind in Bexley senior management and the IAPT steering group regarding service development and quality standards.

Main Responsibilities.

Service.

The overall pan borough service will provide a clinical and social support package for clients experiencing mental health difficulties and for whom interventions of up to and including step 3 are appropriate. The service will work towards meeting all the specifications of an IAPT site. The Debt Advice Worker will form part of the additional support services so that a seamless psychological therapy service firmly rooted in a holistic person centred approach can be put in place. The post holder will be responsible for

- Ensuring that clients referred for budgeting and debt advice receive appropriate support this may be either at the point of entry to the IAPT service, if they require it then, or at any point whilst they are engaged with the service.
- Ensuring that all client records relating to budgeting and debt support are kept up to date.
- Provide an outreach service to local employers and community sector groups
- Maintaining updating and expanding a comprehensive database, as required.
- Ensuring client outcomes are audited for Quality Assurance.

Holistic Delivery.

One of the aims of the IAPT programme is to help individuals return to or maintain their employment. This service will be run on a holistic person centred ethos and on the recovery model. This means that employment and all other factors that impinge on people's mental health and well being will be acknowledged. The service will establish a hub in order to provide seamless access to the additional support services. The post holder will be responsible for

- Delivering the budgeting and debt advice aspect of the intervention package for clients of the IAPT service.
- Working closely with the High and Low Intensity therapists, Holistic and Employment support workers to ensure a seamless and appropriate holistic intervention and support package for each client.
- Ensuring that the service is delivered to the highest standard working within the ethos of best practise holistic social care and the tenets of the recovery model
- Ensuring delivery is also informed by NICE guidelines and the requirements of full IAPT compliance.
- Being an active communicator so that both internally and externally all involved are knowledgeable about the service and its delivery.

Education, Personal Development, Teamwork and Training.

The IAPT service will be a multi-faceted service delivered by a multi-disciplinary team with a wide and varied skill base. All staff will be expected to share their knowledge and expertise within the team on a day to day informal basis and more formally within team meetings, seminars and training days. The service will host appropriate student placements and at stage 2 IAPT trainees. The post holder will be responsible for

- Attending regular supervision with their line manager.
- Providing supervision where appropriate.
- Engaging with self assessment of competences, annual performance development reviews and ongoing training.
- Attend and be an active participant in team meetings, team training and other internal meetings etc.
- Where appropriate take an active role in overseeing students/ trainees.
- Attending external meetings, forums, conferences, training etc as required by Mind in Bexley senior management.
- Providing appropriate training/information to other stakeholders about the service.

Information and Resources

The service will be utilising the IAPTus database programme in order to provide the required Key Performance Indicators to the Department of Health as well as other internal recording systems like the Holistic database and employment/additional support services networking system which is vital for the delivery of a fully integrated person centred IAPT service

The post holder will be responsible for

- Ensuring that the database information systems are regularly updated with regard to client information.
- Maintaining all client file systems in a timely and appropriate manner in accordance with line managers instructions and service procedures.
- Ensuring that a robust database information system is in place and regularly updated.
- Actively networking with the wider community to ensure timely and accurate information is shared and resources accessed appropriately.

Audit, Research and Development

There is an expectation that all of the IAPT sites collect data which can be utilised in the ongoing audit and research processes of IAPT services, this service will work towards this. There will also be local elements of service data which will be unique but which should also add to the evidence base and may be used for other research purposes. As a person centred service it is vital that qualitative outcomes are as well as statistical outputs are recorded. To ensure that all of this information is recorded there will be a need to establish and maintain internal clinical audits, quality assurance systems and develop a research element for the service. The post holder will be responsible for

- Ensuring that the required audit and quality assurance information is gathered and recorded in line with the appropriate procedures.
- Ensuring Quality Assurance Systems are imbedded within the debt advice aspect of the service.

- The evidence gathering for and assisting with the production of reports that reflect and inform the quality of the experiential aspect of the service from a client perspective, in relation to all aspects of the support package that was delivered.
- Assisting with longitudinal research and evaluation and audit and external evaluation programmes as appropriate.

General

The post holder will be expected to

- Maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health, Primary Care, Employment Services, IAPT and Debt Relief.
- Take responsibility for own health and safety and the health and safety of colleagues, clients and the general public.
- Take responsibility for ensuring that legal obligations regarding information which is processed for clients is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
- Not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- To undertake other such duties consistent with the post, as jointly agreed between the post holder and Mind in Bexley's Chief Executive .
- To at all times deliver the service in line with and adhere to Mind in Bexley's Policies and Procedures.

Paula H. Horan October 2009.

*Anticipated end date.