



JOB DESCRIPTION

Job Details:

Job Title:	<u>Wellbeing Resource Assistant</u>
Grade:	MH Nursing Assistant Band 4-5
Department:	Supporting RAF XIII Squadron
Location	RAF Waddington, Lincolnshire
Responsible to:	Line Management
Accountable to:	Operations Director

1. Job purpose:

To be responsible for the Squadron wellbeing. Establish rapport with each individual on the Squadron and agree a baseline modus operandi for / with each person.

The post holder will work collaboratively with all local stakeholders including:-

- Squadron chain of Command,
- Station SMO,
- RAF MH team,
- Station Welfare Team,
- Squadron Padre,
- Other relevant charities on base.

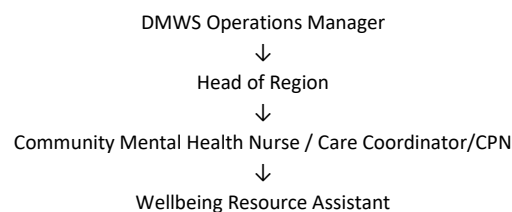
This is not exhaustive list but indicates the collaborative and sensitive nature of the role.

2. Dimensions:

A complex role, the candidate will be able to work collaboratively within the RAF facility whilst remaining a DMWS Health and Wellbeing Professional.

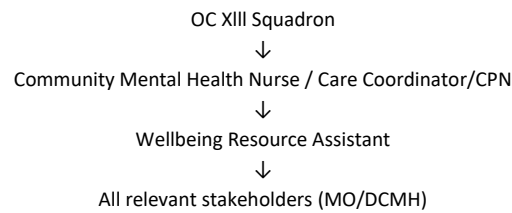
3. Organisational Chart:

DMWS Operational Chart





XIII Squadron Operational Chart



4. Knowledge, Skills, Training and Experience

- The post holder will have the knowledge, experience, and abilities comparable to that of a mental health support work/associate practitioner.
- Relevant experience working within a hospital or community mental health setting.
- NVQ level 3 in care or equivalent qualification/experience.
- Has working or lived experience within the armed forces or armed forces families.
- This role will need to be cooperative, discrete, and have clear boundaries.
- Working knowledge and experience of clinical risk assessment processes.
- Ability to communicate clinical formulations and interventions to the squadron member in an understandable manner based.
- To enable the individual guided discovery regarding their mental wellbeing and encourage them to seek formal help if required via the already in place medical services.
- Utilising the current Squadron Fatigue Risk Matrix if and when required.
- Ability to advocate on behalf of the squadron member with a range of services ensuring that services, as far as possible, reflect their needs and wishes.
 - Ability to understand and contribute to statutory issues which impact on squadron members and their family ensuring that the current Station Welfare provision is not undermined.
- Performing statutory duties, subject to having received the appropriate training. This may Safeguarding Adults/Children policies and procedures.

5. Communication and Relationships

- Reports, and is accountable directly to the WRC/OC (day to day) / DMWS line management (contract oversight / delivery).
- The post holder will work collaboratively with colleagues directly involved in the delivery of mental health support, both in the community as well as in hospital inpatient settings and will endeavour to develop good working relationships and networks with other community resources and providers, both statutory and non-statutory.
- The post holder is required to have effective and accurate written and verbal communication skills.
- Data capture via surface pro a confidential and discreet data management system.
- Ability to demonstrate high level interpersonal and communication skills that promote and maintain therapeutic relationships with squadron members, their family, and to help the individual overcome any barriers to communication.



- The post holder will utilise communications in accordance with Caldicott Principles, Data Protection, Freedom of Information Act and DMWS policy and procedure.
- The post holder is required to be security clearance (SV / DV)

6. Analytical and Judgemental Skills

- Manage and support the wellbeing of squadron members and others who are involved in working in challenging operational environments.
- Ability to manage service personnel overall wellbeing by using a variety of methods, in accordance with the organisation policies.
- Ability to exercise clinical and professional judgement, consult with the WRC and be aware of appropriate boundaries when interacting with other professionals or the squadron member, and to understand and ensure that RAF policies and procedures are met.

7. Planning and Organisational Skills

- Ability to work independently to meet the needs of XIII Squadron and the squadron member.
- The post holder is expected to manage their own time and to prioritise their caseload and workload effectively, whilst supporting the changing needs of the 'In Garrison Deployment' Squadron.
- Ability to meet deadlines for reports in accordance with the Squadron and DMWS requirements.
- Ability to convene and, at times, chair meetings relating to the Wellbeing Resource Coordinator post.

8. Physical Skills

- With reasonable adjustments the post holder may be required to use a car or other forms of transport to visit squadron members or their families in their own home or other clinical venue or to escort them to appointments.
- With reasonable adjustments made, the post holder will be required to use a keyboard and computer screen.

9. Professional care standards

- The post holder will be expected to carry out assessments autonomously using DMWS procedures and documentation. This will be subject to appropriate risk assessments to ensure safety at work and in line with the Lone Worker policy.
- The ability to formulate support plans in partnership with the squadron member. This process requires awareness and adoption of a philosophy of care focused on reducing stigma, promoting social inclusion and recovery using a range of evidence based tools and interventions.
- The post requires a working knowledge of evidence-based interventions in accordance with NICE and other DOH guidance, and a commitment to develop and apply these skills, including providing education and advice.



- The post holder is responsible for ensuring their records are contemporaneous and are of a high quality.
- The post holder is required to have an awareness of Safeguarding Adult and Children and Young Person issues and be able to recognise signs of physical, emotional or financial abuse.
- To ensure any case is discussed and escalated efficiently and effectively through DMWS line management.

10. Policy and Service Development

- Adhere to organisational policies, and requirements of the Mental Health Act and other legislation.
- To support senior staff and actively contribute to the decision-making processes, which directly affect the service provision within the Squadron and wider DCMH and Aviation Medicine.
- To participate fully in the effective monitoring, review and evaluation of the service provided.
- To be involved as required in any work representing the DMWS and its activities as delegated by the Regional Manager.

11. Financial and Physical Resources

- The post holder may be required to handle small amounts of petty cash.
- To ensure all equipment to be appropriately utilised and stored in line with DMWS policies.
- To complete Expense claims in line with the DMWS expenses policy.

12. Human Resources

- The post holder will be responsible for ensuring that they are actively involved in their personal development plan via an appraisal process.
- Responsible for ensuring all mandatory training is completed and updated when necessary.

13. Information Resources

- The post holder is required, with relevant training, to be able to use both manual and electronic systems of record storage and may be required to utilise a variety of software applications such as the internet, email, excel and Microsoft word.
- The post holder is required to understand systems that govern confidentiality such as Caldicott and the Data Protection Act and to understand the limits of these systems in terms of sharing information to minimise risk to squadron members and others.

14. Research and Development

- The post holder will be required to participate in audit relating to the Wellbeing Service within an integrated governance framework, and to participate in workshops or exercises and further development opportunities.
- The post holder will be expected to have an understanding of new research and literature particularly within the sphere of operation.

15. Freedom to Act



- Post holder will be expected to carry out assessments and interventions as a lone practitioner subject to the Terms of Reference and the appropriate risk assessments and liaise directly with WRC in all aspects. Post holder will receive supervision in line with DMWS Policy.
- Post holder will be responsible for most of their own time management ensuring they are seamlessly embedded within the Squadron, are readily available to squadron members and well organised.
- All of the above duties allow the post holder a degree of Freedom to Act but within the context of DMWS policies, Line Management Accountability and DMWS Welfare Competency Framework, DBS clearance, SC clearance with the potential requirement for DV level.

16. Physical Effort

- Carrying of files around office and information packs to and from multiple locations.
- Combination of sitting, standing, crouching and walking during course of daily duties.
- Use of computer for data entry (case note recording, electronic forms, e-mail).
- Drive / walk to and from appointments in a variety of traffic and weather conditions.
- The post holder is required to wear DMWS uniform.

17. Mental Effort

- Need to check detailed documents – referrals, reports.
- Prolonged periods of concentration when dealing with distressed squadron personnel.
- Frequent report writing – analysing written information.
- Carrying out intricate wellbeing interventions and dealing with crisis.
- Dealing with regular work interruptions.
- Concentration for long periods each day.
- Frequent telephone calls including mobile phone calls, daily.
- Liaison with wide range of professionals, daily.

18. Emotional Effort

- Contact with individuals presenting with trauma associated abuse, physical, sexual, emotional.
- Required to deal with situations whereby you are exposed to highly distressing and often highly emotional circumstances.
- Attend personal supervision sessions in line with DMWS policy.

19. Working Conditions

- Part of a busy team operational team environment.
- Unsocial hours may be required.
- Required to travel around the locality, driving in a variety of traffic and weather conditions.
- Temperature variations throughout the working day in different locations.
- Working lone working and adhering to the DMWS Lone working policy.
- Occasional foreign travel may be required.



Safeguarding

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting. It is every employee's responsibility to be aware of relevant DMWS / RAF policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

(This job description is not intended to be an exhaustive list of duties, and will subject to review in accordance with annual appraisal and changes in service need)

Wellbeing Resource Assistant or equivalent

Person Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> NVQ Level 3 in Health Care related or equivalent Training in mental health 	<ul style="list-style-type: none"> Further relevant Post Qualifying Training i.e. Associate practitioner / Undergraduate degree in relevant subject Additional training in mental health awareness or other relevant subjects
Experience	<ul style="list-style-type: none"> Minimum of 2 years' experience of working in a hospital or community mental health setting Evidence of MDT / Team working Experience of managing a caseload 	<ul style="list-style-type: none"> Experience of involving clients in the decision making process Working in a community mental health setting ie: CMHT
Knowledge	<ul style="list-style-type: none"> Knowledge of Military environment / culture Knowledge of Risk Assessment and Risk Management Experience of working with people with mental health needs. Knowledge of statutory requirements and legislation i.e. Mental Health Act, Safeguarding 	<ul style="list-style-type: none"> Experience of working in a Coordination role
Skills and Abilities	<ul style="list-style-type: none"> Ability to provide comprehensive assessment Risk management skills/knowledge Ability to demonstrate effective written and verbal communication skills Time management skills Ability to work in a pressured environment 	<ul style="list-style-type: none"> Research and Evaluation Information and Technology skills
Additional Qualities	<ul style="list-style-type: none"> Flexible and adaptable Able to work as part of a team 	



	<ul style="list-style-type: none">Friendly disposition	
Other	Capability to meet the mobility and geographical requirements of the post	Full UK Driving Licence

BENEFITS OF WORKING WITH DMWS

We recognise that without our staff we are nothing, they are the most important asset that we have. We offer employees the following benefits in recognition:-

Salary

A competitive salary, payable monthly

Pension

Matched Contributions up to 6%

Death in Service Scheme

Three times your annual salary to nominated beneficiaries

Enhanced Sick Pay

6 weeks full pay, 6 weeks half pay in year 1, increasing to 13 weeks full pay, 13 weeks half pay thereafter

Training/Working at HQ

Our HQ are is based in modern facilities in a converted stable block, surrounded by a beautiful estate in Hampshire

Staff Recognition

Staff Recognition Awards are used to highlight great practice and going the extra mile

Flexible Working

All flexible working requests are considered and lots of our staff do work flexible hours or in flexible locations.

Staff Get-Togethers

Staff events are held periodically to encourage networking, support and empathy amongst colleagues

Personal Development Programme

Continuous professional development is encouraged and training opportunities are explored

Qualifications

All Welfare Officers are automatically enrolled onto our accredited Diploma in Welfare Studies (Level 3)