

Northorpe Hall Child and Family Trust  
Mental Health Support Team (MHST) Community Emotional Health Worker

**Job Description and Person Specification**

<b>Job Title:</b>	MHST - Community Emotional Health Worker
<b>Hours:</b>	2 x 37 Hours a week permanent (job share considered)
<b>Pay:</b>	£23,664
<b>Line Manager:</b>	Assistant Service Manager - Education
<b>Purpose of the Post:</b>	To work directly with families and the local community to raise awareness and understanding of children's mental and emotional health. To focus support on hard-to-reach communities to increase the engagement of young people and parents with mental health services. To help raise awareness of the impact of parent/carer mental health on children and young people.
<b>Based:</b>	Northorpe Hall, Northorpe Lane, Mirfield, WF14 0QL and working within the communities you are supporting.

**Context:** Northorpe Hall Child & Family Trust is a local independent charity supporting Kirklees children's mental and emotional health, working with over 1500 children every year.

This role is part of the Mental Health Support Teams supporting education provisions and communities within Kirklees to provide early identification and intervention to children and young people experiencing mild to moderate mental health concerns.

**DUTIES AND RESPONSIBILITIES**

- Planning own workloads, coordinating with colleagues to meet the needs of young people and families in a safe, effective and joined up way
- Provide information about your work and other Trust services to callers, colleagues and workers in other organisations, including sharing information about individuals and families as necessary and appropriate, considering confidentiality, consent and safeguarding.
- Liaise with local services within the community to further develop community cohesion and networking with regards to emotional health.
- Develop and improve the services and support provided, supporting colleagues by listening, coaching, and sharing skills, experience and knowledge.
- Ensure you understand young people and family's strengths and support needs by listening to them and others supporting them, taking a holistic, systemic approach
- To understand barriers for parent/carers and young people in accessing emotional and mental health services and work with services to remove these.

**Supporting parent/carers**

- Provide information and advice, informed by experience and best practice
- Spend time with parents/carers building positive working relationships to address support needs and build resilience.
- Organising and running activities and support groups to improve outcomes for young people

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- Providing telephone and in person support relating to individual young people and their needs to enable parent/carers to make life changes which can improve their mental and emotional wellbeing
- Provide direct support to individual parent/carers to enable them to access support services according to their needs
- Enable families to access the support provided by the service, responding to their access needs and providing transport where required
- Communicating, coordinating and developing good working relationships with other organisations and groups to ensure the needs of children are met
- Ensuring a responsive and positive experience for those accessing or attempting to access the service

**Information, record keeping and support to decision making**

- Ensuring there are accurate records kept of all support requests, assessments, contacts, meetings, plans, sessions and evidence of progress using the database systems.
- Assisting with the provision of up to date information about the service is available to colleagues to enable them to deal with enquiries and requests for support effectively
- Contributing to decisions about what support to offer which families to ensure resources are used effectively and targets are met
- Assisting with report preparation for internal use, for funders and others as required
- Assisting to raise awareness of the emotional and mental health needs of young people in Kirklees

**Safeguarding**

- For those activities within the responsibility of the post, ensure risks are assessed and actions taken to reduce and manage risks
- Ensuring appropriate identity, criminal record checks and references are completed for line managed staff and volunteers, supporting them to complete the necessary paperwork
- Following Trust policies, procedures and practice to ensure appropriate safeguarding measures are taken
- Assisting the Safeguarding, Referral and Assessment Lead in implementing best practice in safeguarding.

**Support other Trust activities**

- To provide telephone support to young people, professionals and carers supporting children and young people, providing advice and guidance and taking referrals
- To contribute to the safe and effective running of the organisation and implementing plans, policies and procedures
- To develop good working relationships with other Northorpe Hall staff and volunteers
- Provide reports and information about the service as required

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- To support colleagues who are leading on other projects, events and activities to sustain and develop the Trust
- Gather and present feedback from staff, volunteers, partners and beneficiaries of the service
- Share skills and knowledge with colleagues, formally and informally
- Supporting young people to contribute to and participate in decision making about Northorpe Hall Child & Family Trust, to volunteer and to make a positive contribution to society
- To undertake other duties as instructed by the Director

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**PERSON SPECIFICATION**

**Job Title:** Community Emotional Health Worker

You will have experience of supporting children and parent/carers experiencing emotional health difficulties, with a good understanding of common mental health concerns within children and young people. You will have a good awareness of how parental mental health can impact on children's emotional wellbeing.

You will have great collaboration skills, able to engage and collaborate with workers in diverse organisations and services. You will be able to learn from them and share your skills, contacts and information so that mental health support services are more responsive and accessible.

You will use your skills and knowledge to directly engage parents, providing responsive, effective support and using a range of tools and techniques to engage hard to reach parents. You will be accessible and engaging, able to build positive working relationships with families and with other professionals supporting them within their community. You will demonstrate a commitment to co-production approaches, working in partnership with young people and families, valuing their perspective, knowledge, abilities and strengths. You will also demonstrate a commitment to addressing health inequalities, valuing diversity, and addressing discrimination.

You will be able to deliver information sessions to groups of adults raising awareness about mental and emotional health and the impact of parental mental health on children and young people. You will be a confident communicator, face to face with individuals, families and in group settings.

You will be able to keep good records and share information respectfully and appropriately as required. You will be confident in providing support, advice and enabling reflection and practice development in others, including reviewing cases with colleagues.

**Essential Criteria** - To be considered for this job you must:

1. Have a degree in an appropriate subject or a relevant recognised professional qualification
2. Have experience of working collaboratively across organisations
3. Have at least 2 years' experience of working with children and young people supporting their emotional health individually and in a group setting
4. Have at least 2 years' experience of working with parents and other adults supporting children and young people
5. Be resilient and confident and able to work independently within the responsibilities of the post, managing the challenges and seeking support appropriately
6. Have excellent interpersonal communication skills, able to listen, encourage, respect, motivate and show genuine care for young people as unique individuals.
7. Have a good understanding of coproduction principles and practice
8. Have skills to liaise and network with key stakeholders within the local community.
9. Be able to travel across Kirklees for meetings with parents/carers and professionals. Therefore, access to an appropriate vehicle and business use insurance cover is required. Travel expenses are provided.
10. Be competent in using information technology to maintain records and communicate.
11. Have an enhanced DBS check, with no indication of unsuitability for the post and be willing to undertake Safeguarding training to level 3.
12. Be eligible to work in the UK, providing evidence of ID as required.

In your application, please ensure you demonstrate that you meet the above criteria. The Post holder will be required to complete a DBS disclosure which does not indicate unsuitability for the post.