



Edge Hill University

Wellbeing Practitioner

Reference: EHA0700-0722

Salary: £32348 - £35333 per annum pro rata
Grade 7, Points 27 – 30

Contract Type: Permanent – Term Time 45 weeks per year

Hours: Full Time (36.25 hours per week)

Location: Ormskirk



It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**Wellbeing Practitioner
Full Time
Permanent – Term time 45 weeks per year
EHA0700-0722**



**Edge Hill
University**

Accountable to: Director of Student Services

Reporting to: Counselling Manager

About the Faculty/Department

Edge Hill University has a comprehensive range of Student Support Services. This post is an important role within the integrated Counselling and Wellbeing services. The role holder will play an important part in continuing the further development and integration of these services and supporting students to succeed.

About the Role

Working across both the Wellbeing Service and the Counselling Service, the post holder will provide short term counselling to staff and students and a mixture of both reactive and proactive support to students on issues related to mental health and wellbeing.

Using a high level of clinical skills, the post holder will assess, contain and manage risk and the complex and enduring mental health needs of students. Responding to crisis situations as well as managing a case load of student clients, this role will provide support advice and guidance to some of our students who are most in need.

In addition to the support of individual students, the post holder will be involved in activities, events and developing new technologies to improve the wellbeing of all students across the University

Duties and Responsibilities

- a) Employ a high level of clinical expertise in assessment and risk management to ensure students receive the wellbeing support they need from the University and external services.
- b) To provide time limited counselling to staff and students, maintain adequate records and fulfil the administrative requirements of the service in compliance with current BACP and relevant legislation.
- c) To liaise with statutory health organisations, both primary and secondary care, to ensure appropriate referral and support for students in their navigation through such care systems.
- d) To deliver training to staff and psycho-educational workshops to students promoting the health and wellbeing agenda.
- e) In situations of mental health crisis, make high level decisions quickly about risk management and protect the student and the wider community, asking for other professional support where required.
- f) Manage a case load of student clients ensuring appropriate and timely interventions and follow up from both internal and external services.
- g) Use clinical expertise to evaluate any potential issues of a student's fitness to study and support this procedure in liaison with colleagues and academic staff.
- h) Develop good working relationships with other wellbeing team members, colleagues in Student Services and external health professionals to ensure support for students is coordinated and continuous.
- i) Provide advice, guidance and expertise to senior staff, academic staff, and colleagues and at panel meetings relating to the mental health and wellbeing of students.
- j) Keep accurate case notes and perform a high standard of record keeping to ensure all student cases are recorded accurately and promptly on relevant systems.
- k) Support students and other staff in dealing with situations of mental health crisis providing expertise and advice in a calm and positive manner.
- l) Provide expertise to support the process for students to re-engage with the University following a period of absence related to mental health.
- m) Work with students who are unable or unwilling to engage with other services and where their health is impacting on their student life or that of others.

- n) Provide support for students' pre entry in ways that smooth the transition into HE and maximise take up of existing support provision.
- o) Participate in the flexible development and delivery of services which may include evening or weekend work.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 7, Points 27-30
£32348 - £3533 per annum

Hours: 36.25 hours per week – Term time 45 weeks per year

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

It is important to note that the successful applicant will be required to undertake an enhanced disclosure for you from the Disclosure and Barring Service and that this will form part of the conditions of offer of employment

Person Specification for the post of:

Wellbeing Practitioner

Full Time

Permanent – Term time 45 weeks per year

EHA0700-0722



Edge Hill
University

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (I/A/S/T/P)
Qualifications				
1	Degree or equivalent professional qualification	*		A
2	Diploma in Counselling	*		A
3	A health-related professional qualification		*	A
Experience and Knowledge				
4	Relevant post qualification experience working with adults experiencing mental health difficulties, to include clients with complex needs, risk assessment, high risk/crisis management	*		A/S/I
5	Experience of delivering short term counselling	*		A/S/I
6	Experience of developing partnership working with statutory and voluntary agencies providing health services	*		A/S/I
7	Experience of working innovatively in relation to health and wellbeing	*		A/I/P
8	Experience of delivering training and workshops relating to mental health and wellbeing	*		A/S/I
Abilities and Skills				
9	Ability to make independent decisions and the confidence to know when to seek advice and support	*		A/S/I

10	Ability to work effectively as part of a team and to establish strong working relationships with people from clinical and non- clinical backgrounds	*		A/S/I
11	Excellent written communication skills and experience of using IT systems including accurate case management, report writing, and advanced record keeping skills	*		A/S/P
12	A calm and resilient approach able to contain anxiety in others and maintain a positive, can do approach in the face of challenging situations	*		A/I

Closing Application Statement

Please summarise what attracts you to this post at Edge Hill University and why you believe that you are the ideal candidate.

How to Apply

When you are ready to start the formal application process, please visit www.edgehill.ac.uk/jobs and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

For informal enquiries about this vacancy you may wish to contact: Ali James, Counselling Manager at Ali James jamesal@edgehill.ac.uk.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 23:59 on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.