



Mental Health Adviser (Interim)

Job Description

POSITION OVERVIEW

Department	:	Student and Academic Services
Contract	:	Fixed-term (interim appointment); February 2019 to May 2019 Part-time (min. 3 days per week), although the College would consider a full-time appointment
Location	:	Bloomsbury, London
Salary	:	£34,000 - £39,000 (full-time equivalent salary), depending on experience
Start date	:	Immediate

We are looking to appoint an experienced mental health adviser, with experience in advising students at undergraduate and postgraduate level. This person will complement the work of the Student Wellbeing Coordinator.

You will play a key role in the College's welfare and support provision, necessitating ongoing communication and positive relationships with students, professional staff, faculty and external contacts to ensure students are provided with the best possible support and guidance.

There is potential for this role to become permanent; in either a part-time or full-time capacity, to include providing provisions to study abroad students.

DUTIES AND RESPONSIBILITIES

- Provide advice, information, and guidance to prospective and current students on the provision of mental health support available, by private one-to-one appointments, or via Skype, email or telephone.
- Effectively manage and prioritise a caseload of students with mental health issues recording confidential case note records on the College's electronic system.
- Where required, arrange escalated counselling sessions and triage assessments with the College's external counselling contact for students who require this further

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support. Maintaining close contact with the external provisions is required throughout this process.

- Support students to develop strategies and techniques to self-manage their mental health condition(s), where possible.
- Recognise signs in students of disengagement with their studies and/or a decline in mental health and take appropriate action.
- Provide an effective and skilled response to students who may be at risk to themselves or others, or who may be agitated, distressed or anxious; identifying student needs and addressing those according to urgency and priority.
- Provide advice for staff at times of student crises.
- Promote good practice across the College in the provision of inclusive teaching and assessment, including development and delivery of training and awareness workshops for staff in student mental health matters.
- Develop and provide self-help information for students and staff on mental health issues and available support.
- Contribute to mental health awareness-raising activities generally, promoting the maintenance of good mental health and wellbeing for all students.
- Maintain a thorough and up-to-date knowledge and understanding of policies, issues and legislation relating to support for students with mental health difficulties.
- Regularly review the mental health support being offered and identifying any additional needs.
- Other associated student support and academic services tasks will be required to be performed from time to time as directed.

Application Process

Applications should be made via this link by midnight, 17th February 2019. Please reference your application "MHA0219". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications will be reviewed on receipt and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit their applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

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Specification	Essential / Desirable
Education, Qualifications and training	
Good undergraduate degree	D
Qualification in a nursing, social work or other relevant professional qualification relevant to this role	E
Experience	
Experience of maintaining professional boundaries appropriate to the role.	E
Experience of supporting people with mental health issues, including appropriate management of students in crises.	E
Experience of providing educational support to students with mental health issues.	E
Experience in the development of mental health policies, procedures or protocols	D
Experience of developing and delivering training on mental health issues	D
Knowledge, Skills and Abilities	
An understanding of the challenges of studying at HE level and knowledge of the impact that mental health issues can have on a student and their studies.	E
Knowledge of a range of self-help strategies and how they can be adapted in an educational context.	E
Excellent interpersonal and communication skills to be able to work on a 1:1 and on a larger group basis, with a diverse range of students.	E
Ability to recognise signs of deterioration in students' mental health and take appropriate action.	E
Counselling skills	E
