

Dear Applicant

Work-Focussed Mentor

Thank you for expressing an interest in working at Our Celebration.

This is a new role within our organisation, focussing specifically on the helping individuals make the difficult transition away from mental health services and into paid employment,

To succeed in this role you will need a combination of excellent communication, problem solving and organisational skills. Mentors at Our Celebration work directly with individuals to provide them with all of the support, encouragement and motivation they need in order to succeed. For those who are well enough, paid employment can be one of the final steps on the recovery journey and a stepping stone out of mental health services and into independent living.

Of course, with such a varied role you will not be working in isolation. With the full support of the Recovery Manager to deal with client related issues and experienced colleagues within our wider team you will always have somebody to turn to for help, especially during the early stages when you are settling into the new job.

Supporting people within different projects at Our Celebration will require some flexibility in the hours that you work. We anticipate that part of your week will be working regular set hours, with the rest changing to meet the needs of the people you are currently working with.

Please remember to read the job description and person specification that relates to this post and make sure you tell us about how you meet the essential skills criteria we are looking for. The closing date to have your completed application back to us is 12 noon on Wednesday 24th March.

For more information about us have a look at our website and give me a call on 01904 643364.

I look forward to hearing from you.

Yours sincerely

David Smith
General Manager

Our Celebration

Work Focused Mentor

Job Description

Job Title:	Work Focused Mentor
Responsible to:	Recovery Manager
Primary Job Purpose:	To enable individuals to make the transition from mental health services into mainstream employment

Client Focused

1. To promote the project and recruitment of clients.
2. To organise and conduct client interviews, helping clients consider and set learning / development plans and objectives.
3. To arrange assistance for clients undertaking training or work placements such as additional one to one sessions and learning support as required.
4. To provide information, advice and guidance for clients on job training opportunities and career development, including motivating clients to seek employment or further training.
5. To provide ongoing support, information and advice to clients accessing the project in order to ensure that they remain motivated and focussed in achieving their agreed objectives.
6. To provide ongoing support to clients after they have left the project and moved into mainstream activity.
7. To arrange mainstream learning, volunteering and employment opportunities for clients.

External Relationships

8. To build effective relationships with mental health professionals likely to refer clients to the project.
9. To build effective partnerships with mainstream providers likely to be of assistance to clients.

10. To promote the benefits to mainstream providers of recruiting Our Celebration clients.
11. To provide advice and assistance to external providers to assist them in overcoming difficulties maintaining clients in mainstream activities.
12. To facilitate clients' access to other organisations.
13. To market the project and our clients to suitable employers.

Administrative

14. To be responsible for monitoring, recording and reporting individual and project outcomes.
15. To assist the Recovery Manager with the project administration as required.

Other

16. To work within the policies and procedures laid out in our Staff Handbook.
17. To undertake other duties that may from time to time be reasonably requested.

Our Celebration

Work Focused Mentor

Person Specification

Essential

1. Knowledge of the barriers people recovering from mental ill health may face and interventions that may be helpful in overcoming those barriers
2. Experience of working with individuals recovering from mental ill health.
3. An understanding of and commitment to working with the recovery model of mental health
4. Ability to supervise staff and monitor performance
5. Excellent verbal and written communication skills.
6. Excellent organisational and time management skills.
7. Experience of job searching, CV writing and interviewing skills.
8. An understanding of the voluntary sector and how voluntary opportunities can be accessed.
9. An understanding of the learning sector, access and student funding for courses.
10. Pro-active and able to work on own initiative.
11. Ability to build good internal and external working relationships including private sector employers.
12. A commitment to equal opportunities.
13. Able to work as part of a team.
14. Computer literate – ability to use Microsoft Word & Excel, access websites, send and receive email.