

Job Description

JOB TITLE	Active Monitoring Practitioner
DEPARTMENT	Active Monitoring Across South Warwickshire
REPORTING TO	Team Leader
SALARY	£24,500 FTE

JOB PURPOSE	Active Monitoring is a psycho-educational programme designed to provide early intervention provision within the Primary Care arena. With growing demands on Therapeutic Services resulting in increasing waiting lists it is getting more difficult for people to access the help they need in time. This role will involve working directly from a GP surgery delivering the Active Monitoring programme and proactively working with individuals on agreed pathways to support early intervention via a facilitated self-help model
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KEY RESPONSIBILITIES

- To be responsible for a caseload of Active Monitoring clients.
- To work with people to overcome early signs of mental health distress such as anxiety, depression, and stress.
- To deliver the service and where necessary guide/actively refer to other services.
- To follow a set programme in providing graded exposure via a facilitated self-help model, including referring people to higher levels of intervention when required
- To manage all administration processes accurately and efficiently.
- To deliver an effective service to meet set Service Level Agreement targets.
- To promote/publicise the service and establish positive customer engagement and input, as well as being involved in promoting general aspects of well-being
- To maintain all required records of clients to support the running of this project
- To work as part of the therapeutic team, the organisation wide team and independently within community settings

- To build and maintain positive relationships with key partner agencies such as GP practice staff
- To undergo any training relevant to the role either internally or externally.
- To promote the concepts of social inclusion, early intervention and recovery and ensure this underpins the direction of well-being centre activities. To work within Mind's ethos and Mission Statement.
- Keep abreast of treatments, therapies, policy, legislation and local services relating to well-being.
- To participate in supervision and annual appraisal with the relevant manager and attend training as required
- To participate in reflective practice meetings with the wider team.
- To carry out any other tasks as reasonably required by management.
- To undertake these duties within a framework that recognises the diversity of clients and encourages equality and opportunity for all.
- To promote and implement Coventry, Warwickshire and Worcestershire Mind's Policies.
- To undertake such other duties as would be reasonably required for a post of this level of responsibility, as directed by the Service Manager or Senior Management Team within Coventry, Warwickshire and Worcestershire Mind.

Person Specification

Coventry, Warwickshire and Worcestershire Mind is committed to employing staff that have the necessary skills and experience to undertake the duties required of each role. In addition, we are committed to developing and supporting staff, enabling each individual to carry out the responsibilities of their post to the best of their ability. Staff are encouraged to take part in a comprehensive training package. The organisation would expect the following from staff:	
	Essential/Desirable
EXPERIENCE AND QUALIFICATIONS 12 months' experience of using social care and or coaching skills working face to face with the public, some of whom may present as emotionally upset or angry from time to time. - Level 3 NVQ in Health & Social care or equivalent. 6 months of providing mental health/wellbeing services, preferably within a primary care setting.	E E D
SKILLS AND ABILITIES - Ability to motivate people to engage in self-help activities. - Ability to offer various pathway options and promote client autonomy. - Ability to deliver the service as a standalone intervention and provide psycho-educational skills to enhance maintenance of wellbeing. - Ability to assess clients for suitability and make appropriate referrals when necessary. - Ability to identify and manage risk incidents. - Ability to work as a team and to work on own initiative. - Ability to liaise and communicate with colleagues, volunteers, external agencies and the public. - Ability to carry out a range of administrative tasks (telephone, word processing, taking bookings, keeping case notes, using databases) accurately, efficiently and without supervision. - Ability to work within CWWMind's policies and procedures. - Ability to promote the concepts of social inclusion, early intervention and recovery and to work within Mind's mission statement. - Ability to assist with the promotion of services. - Ability to work flexibly to meet the demands of the service, both in terms of hours and role, including occasional evening and weekend working	E E E E E E E E E D E
KNOWLEDGE - Knowledge of social care and the issues of supporting people with a range of mental health issues, including risk assessment and safeguarding. - Knowledge of the current trends in mental health provision including social inclusion, monitoring and recovery. - Knowledge of the NICE guidelines, namely their stepped care model.	E D D
PERSONAL QUALITIES - Enthusiastic, innovative and flexible approach. - Commitment to valuing fair access and diversity. - Ability to work in a demanding and busy environment.	E E E

Date Produced	May 2025
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