



COLAB EXETER RESILIENT WOMEN 'STAR' MENTAL HEALTH SUPPORT PROJECT

We are seeking to appoint a Women's Mental Health Navigator as part of our CoLab Resilient Women Programme Team offer. Due to the nature of the work carried out in our Resilient Women project this role is restricted to female applicants only in accordance with the provisions of the occupational requirement (Equality Act 2010, pursuant to Schedule 9, Part 1).

The aims of this post are:

- Increase women's access to mental health advice, listening support and advocacy
- Support navigation to specialist services, eg mental health, counselling, domestic and sexual violence and abuse, housing, benefits, probation
- Provide dedicated support worker time to engage with women with mental health issues
- Access early intervention support to reduce the impact of COVID19 associated risks and prevent escalation of current issues
- Build social capacity and capability and increase resilience
- Support women to act as peer support mentors for each other

Experience of working with women who have experienced trauma including domestic abuse is desirable, but not essential. Training can be provided.

JOB TITLE:	Women's Mental Navigator
JOB REF:	(Ref: STA 10/20)
RESPONSIBLE TO:	Resilient Women Programme Manager
SALARY:	£23,836 FTE pro rata
LOCATION:	Colab Exeter
HOURS OF WORK:	14 hours a week

CONTRACT:	Fixed contract until 31 March 2021.
DISCLOSURE REQUIRED:	Enhanced DBS
JOB PURPOSE:	To support women to maintain and manage mental health and well-being. To support women at risk of, or experiencing mental health issues, particularly as a result of the COVID19 pandemic. To create local networks of women who offer peer support to each other. To create a programme offering support, guidance as well as creative interventions that support women towards recovery.

To enable women to navigate services and support via access to relevant agencies.

KEY RELATIONSHIPS:

Internal contacts

- CEO and Colab Team
- Resilient Women Project Manager
- Resilient Women Project Staff Team
- CoLab Connect Mental Health Offer
- Colab Partners

External contacts

- Wellbeing Exeter
- Devon Partnership Trust
- Devon MIND
- Devon Recovery Learning
- Local community centres & organisations
- Creative and learning facilitators
- Others as identified

SPECIFIC DUTIES OF THE ROLE

Main Duties:

1. To support women to maintain and improve their mental health and well-being, and form new networks in their community
2. To make links and build partnerships with organisations working with women and offering specialist support, eg , MIND, Devon Partnership Trust, Active Devon and others
3. To develop opportunities for peer-mentoring through training and supporting women to support women
4. To be flexible and creative, tailoring group opportunities and interventions to ensure the best outcome for each woman.
5. To ensure that those women with complex needs, eg mental health, substance misuse, alone with children, at risk of domestic and sexual violence and abuse are supported to take part in activities.
6. To support women in exploring creative opportunities, supporting them to access to programmes, workshops and other local support.
7. To identify areas of need, devise a plan to address those needs and link into relevant services and programmes.
8. To identify and remove barriers to accessing provision.
9. To chart service impact on women, using the Pathways Outcomes Star and other tools to support their progress
10. To work alongside Colab partners and team in achieving the best outcome for each woman.

11. To collect data and information in accordance with Devon Community Foundation requirements
12. To signpost women towards one-to-one support with a variety of practical and emotional issues.
13. To follow Colab Exeter specific Policy and Procedures.
14. To promote and develop the aims and philosophy of Colab Exeter and work in a way that reflects our collaborative mission and values
15. The post holder must be aware of relevant Adult and Children Safeguarding legislation

Quality of Care

1. To help create and promote an ethos whereby women are empowered to make positive choices and plans for a healthier future.
2. To develop a relationship of trust with women to enable them to develop a sense of identity and help them gain confidence to achieve their goals.
3. To liaise and feedback to the wider teams at Colab Exeter with regards to any issues, concerns or development with individual women, particularly relating to issues around parenting.
4. To ensure that the women supported are treated with respect and dignity at all times.
5. To ensure the women supported are involved in developing the project through consultation and feedback.

Communications

1. To be able to communicate respectfully and compassionately with women.
2. To be able to communicate well with partner agencies and colleagues.
3. Ability to communicate passionately and effectively about the different issues affecting women in society.
4. Participate in handover and staff meetings.
5. To be able to produce coherent verbal and written reports and case notes.
6. To participate in the use of IT, such as emails and data-collection mechanisms.

Working Relationships

1. To behave in such a way as to build positive working relationships between service users and staff.
2. To build effective working relationships between the staff and service users of Colab Exeter and other partner agencies.
3. To build working relationships within the local community.

Strategic and Service Responsibilities

1. To participate in the promotion of a trauma informed, nurturing and empowering environment.
2. To work within a multidisciplinary team to achieve a high standard of care.
3. To participate in the promotion of a positive environment and to act as a role model to service users at all times.
4. To contribute to the day-to-day running of Colab Exeter if required

Financial

1. To demonstrate good stewardship by retaining receipts for any purchases made via petty cash and adhering to petty cash systems
2. To produce a monthly evidenced expenses form
3. To report to the Strategic Lead regarding financial activity
4. To work alongside Colab Exeter Finance team

Colab Exeter Team

1. Be approachable and work constructively as a team with other colleagues in the Colab team and wider hub to ensure daily activities and duties are covered and supported effectively, this may include covering for colleagues and participating in hub events and activities.
2. Support and assist volunteers and student placements at the hub who may or may not be directly involved in your area of work.
3. Be resourceful, enthusiastic, and innovative about how you work and actively participate in your own personal and professional development.
4. Attend team meetings, staff away days and supervision/appraisal meetings as required.
5. Be ready to respond in the moment, think on your feet, and have a positive attitude to problem solving.
6. Undertake any reasonable duties appropriate to the role as requested by the management team

Knowledge & Experience	
Experience of supporting women with mental health and complex trauma issues, with a minimum of 1 year's recent experience (full-time or equivalent)	Essential
Knowledge and experience of supporting wider issues affecting women who have experienced a range of issues, eg involvement in the criminal justice system, domestic abuse, substance misuse, social exclusion	Essential
Knowledge and experience of effective listening and therapeutic/trauma informed skills	Essential
Knowledge and experience of one to one interventions and facilitation of groupwork principles that create safe space	
Knowledge of working with multi-agency systems to improve outcomes for women	Desirable
An understanding of the importance of confidentiality, independence and impartiality in giving advice.	Essential
Skills	
Excellent oral and written communication skills, including telephone manner and report writing.	Essential
Ability to negotiate and advocate effectively and to influence decisions and outcomes, both operationally and at policy level	Essential
Ability to engage with women in a range of settings, both one to one and in groupwork in different parts of the community	Essential

Ability to prioritise own work and meet deadlines	Essential
An ability to use initiative, patience and perseverance to help resolve problems.	Essential
Strong recording and monitoring skills, including management of budget that supports women directly	Essential
Ability to travel across Exeter and area	Essential
Qualities	
Strong interpersonal communication skills and experience of interacting with a diverse range of people/groups	Essential
Contribute effectively to the efficient running of the Resilient Women programme	Essential
Ability to work flexibly, including occasional evenings and weekends	Essential
A commitment to the values and ethos of CoLab Exeter	Essential
To maintain the aims of the service specifically relating to confidentiality and Equal Opportunities	Essential