

## **Age UK Sunderland**

### **Job Description**

Post: **Social Inclusion Co-ordinator**  
Responsible to: **Essence Manager**

#### **Job Purpose**

To provide practical, social and emotional specialised support to individuals who are living with a functional low level mental health condition such as anxiety, depression and low mood.

#### **Job Description**

- To ensure the provision of innovative interventions and continuous practical, social and emotional support to those living with a low level functional mental health condition.
- To develop a mental health well-being assessment plan for the person, which identifies the desired action necessary in a bid to reduce anxiety and depression resulting in increased confidence and independence, establishing and negotiating barriers to achieving and maintaining a better quality of life.
- To manage an active caseload.
- To act as a social prescriber, navigator and a listening ear.
- Carry out a continuous mapping exercise of available and appropriate services.
- Promote a self-management approach which will look to empower people with a functional mental health condition to help themselves through a variety of support models.
- Encourage and support the person to move into mainstream services, groups and activities, which can accommodate their needs and interests.
- Build a peer network that is supportive and offers opportunities for self-help.
- To actively promote the service in the community and partner organisations
- To support the recruitment, training, and development of volunteers involved in the delivery of the Social Focus project
- To keep accurate records of clients and volunteers on Age UK Sunderland database in line with GDPR requirements
- To act as a Safeguarding Alerter

- To abide by and implement all policies and procedures of Age UK Sunderland, including being aware of responsible corporately and as an individual for Health and Safety policy.
- To undertake all reasonable tasks, in keeping with the level of the post, as required by the Director

**This post is subject to an enhanced DBS**

## Person Specification

Post: **Social Inclusion Co-ordinator**  
Responsible to: **Essence Manager**

### Essential Criteria

- Have a proven record of supporting older people with a low level functional mental health condition, using face to face work and supporting the delivery of interventions and self -help.
- Educated to a good standard preferably with an NVQ3 in Health and Social Care or relevant experience
- Experience of conducting assessments with people living with a functional mental health condition and co-producing individual support plans
- Proven experience of being able to motivate and enable change in people living with a low level mental health condition
- Be able to promote positive mental health and address mental health issues
- Experience of supporting people living with a low level functional mental health condition to access services and support.
- Ability to manage a busy caseload and prioritise appropriately.
- Possess excellent communication skills to deal with highly sensitive and emotional issues on a frequent and unpredictable basis.
- Have a good understanding of volunteering and demonstrate evidence of the ability to recruit, train and retain volunteers.
- Have knowledge of Safeguarding vulnerable adults
- Commitment to working in the voluntary sector
- Be innovative with enthusiasm to take on new challenges.
- Have excellent organisational skills
- Ability to respond effectively to unplanned/ emergency situations.
- A flexible approach to work
- Maintain confidentiality at all times
- Have excellent IT skills, with ability to produce reports, databases and other key IT project management tools.

- Possess a full, clean driving licence and have access to a car for work