



**Job Description:**

**Sessional Worker**

**£8.50 - £20 per hour**

**Responsible to: Team Leader**

**No. Of Hours: Flexible**

**PURPOSE OF SERVICE**

To enhance the quality of life of those people living in the community who are affected by mental distress. This is intended to be done by providing social support in a safe and stimulating environment with the help of volunteers.

**PURPOSE OF THE POST**

To work closely with other staff and volunteers in out of hours meeting places to provide a relaxed atmosphere, where service users are encouraged and enabled to take an active part in the running of sessions.

**Accountability/Supervision/Support**

The post holder will be accountable to the Team Leader who will provide regular supervision and support. The Team Leader reports to the Director who is accountable to the Board of Directors.

**MAIN TASKS**

- To arrive promptly for allocated session allowing adequate time for preparation at the start and closing of the session.
- To share responsibility for the delivery of groups and activities during your allocated sessions alerting the service manager if difficulties arise.
- To maintain a safe environment for all attending in accordance with Mind philosophy and Health and Safety guidelines.

- Ensure that all those attending receive the appropriate support while they are there, paying particular attention to the views and needs of users and promoting their involvement.
- Ensure refreshments are provided in a clean and safe environment.
- Record individual attendances at sessions so that statistical information can be produced to aid funding requirements.
- To monitor the contribution of all volunteers, giving appropriate support on a regular basis and ensure adequate debriefing at end of session.
- At all times to carry out every aspect of your duties with due regard to Mind in Dacorum's equal opportunities policy.
- Ensure that issues of concern arising at meeting places are communicated effectively to the Team Leader.
- Attend training courses, seminars and conferences when required to ensure personal development.
- Assist with the organisation of social activities/outings for users of all Mind services.
- To undertake other duties as may be reasonably determined by the Team Leader.

### **ESSENTIAL CRITERIA**

1. Experience of working with people with mental health problems
2. Ability to work creatively on your own initiative
3. The willingness to develop your skills through training
4. Ability to communicate effectively orally and in writing
5. Ability to work as part of a team
6. Good timekeeping and organisational skills.

### **Desirable Criteria**

- Experience of working in the voluntary sector, either in a paid or unpaid capacity