## Role Description:

## Student Placement

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| Organisation and who benefits  | Herts Mind Network (HMN) is a mental health organisation that promotes mental well-being and provides a diverse range of recovery orientated services across Hertfordshire.  |
| Summary of placement | An ideal opportunity for an undergraduate to join Hertfordshire Mind Network and support the team in a variety of roles including group facilitation, Peer Mentoring, working within an acute unit and administration.  |
| Main tasks | * Provide support to service users within the centre
* To be a point of contact for HMN callers via telephone, e-mail or in person
* Support the Sessional Facilitator with delivering group sessions to service users by engaging service users and eliciting ideas from the group
* To process mail, enter data, compile statistics and write letters
* To provide Peer Mentoring and practical assistance to service users in order for them to regain and maintain control of their lives by establishing achievable goals using the Recovery Star
* Support people to access community groups that enable service users and/or carers to participate in local community activities and maintain their independence
* Talk with patients on the wards at Kingfisher Court and offer appropriate support to help them with living in the acute unit
* Assist patients with their rehabilitation back into the community by going for a walk/having a coffee with them.
* Provide information about MIND and other relevant services
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| Skills, qualities and experience needed  | * Empathetic, understanding and non-judgemental
* Confident and effective communicator with good listening skills
* Ability to deal with stressful and difficult situations in a calm manner
* Understanding of, or experience of caring for someone with mental health difficulty, can be helpful but is not essential
* Understanding of group dynamics
* Knowledge of MS Office
* Database experience
* Experience of working in an office environment
* Positive and motivated attitude
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| When  | Flexible - offices are open from 9am – 5pm Monday to Friday. |
| Where  | There are opportunities in Dacorum, Watford, Borehamwood, South Oxhey, Ware, Borehamwood, Waltham Cross and Bishops Stortford.  |
| Support offered  | * All students will receive training prior to starting, plus on-going training relevant to the role.
* Induction and 6 week review
* Regular supervision with Volunteer Coordinator and a named contact at your placement.
* Travel expenses will be reimbursed
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| What could you get from this role? | A greater understanding of mental health issues and/or the ability to help people that are experiencing mental illness. |
| Other information | Once we have received your application form we will contact you for an interview. If successful in the interview you will then be put forward for the next available training. Upon completion of the training HMN will conduct an enhanced DBS check and contact your references.  |