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| **EMHIP (Ethnicity and Mental Health Improvement**  **Programme)**  **Mobile Hub Youth Support Worker**  **GENERAL INFORMATION** |

# **Contents**

* Covering letter
* Information regarding the application process and the structure of the interview
* Project Background
* Job Description
* Person Specification
* Application Form

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| \\SBS-SERVER\Documents\CEO\Desktop\BME REBRANDING\logos 2013\BME logo 2013-2.jpg  Croydon BME Forum  56a Mitcham Road,  Croydon  CR0 3RG Email: [recruitment@bmeforum.org](mailto:recruitment@bmeforum.org) |

Dear Applicant,

Thank you for your interest in the above post of **EMHIP (Ethnicity and Mental Health Improvement Programme) Mobile Hub Youth Support Worker.**

Please find enclosed an application pack, which should be completed and returned by email or post to the address above **no later than 5pm Friday 5th May 2023**

Kindly ensure you allow adequate time for your email to arrive in my inbox by 5pm at the latest as it will not be possible to accept applications after the 5pm deadline.

If you have any queries about the post, you are welcome to contact me on the number or email below.

We look forward to receiving your completed application form.

Yours faithfully

Recruitment Dept

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| **Application Information**  **EMHIP Mobile Hub Youth Support Worker** |

##### CLOSING DATE

# The closing date for return of completed applications is **5pm Friday 5th May 2023.**

# Your application should be returned by email to: [recruitment@bmeforum.org](mailto:recruitment@bmeforum.org)

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# **RETURN OF APPLICATION**

If you would like to be considered for these posts, please apply by sending the following:

* Completed Application Form

To avoid any delay in your application being processed, please ensure you have signed the Application Form (Section G: Declaration). If you are not able to sign the form electronically, we will accept your email as provisional signature, but we will require you to sign the form when you attend the interview and provide proof of your signature.

##### Acknowledgement of Applications

We will acknowledge receipt of your application. Following this, if you do not hear from us within 2 weeks after the closing date, please assume you have not been successful.

**Interview Details**

Please note there will be two parts to the interview process:

1. **A Presentation**: we would like you do a 10-minute PowerPoint presentation at the start of the interview. The subject for the presentation will be given to you if you are invited to interview.
2. **Face to face interview:** by a panel comprising 3 people: The Chief Executive of ARCC, The Chief Executive of Croydon BME Forum, and one other members. We expect this part of the interview to last for 45 minutes.

The interviews will be held at 56a Mitcham Road, Croydon CR0 3RG on one the following days; **Friday 19th, Wednesday 24th and Friday 26th May 2023.**

##### Interview Documentation

Candidates invited to interview will be required to provide proof of eligibility for employment (for example a document which confirms your NI number).

**Applicant Details**

Insert all the relevant information including any contact details.

###### Qualifications and Training

Include all your qualifications, training and memberships of any professional or trade body in this section.

**Employment History**

Please include details of your current / most recent employment, plus full previous employment history. Please account for any gaps in your employment history.

###### Absence from Work

Include all absences from work due to sickness in this section.

###### Experience and Skills

Take each of the requirements on the person specification and, in the order that they are given, describe how you meet the requirement based on your knowledge, experience or skills (and attitudes). Do not give too much detail but make sure you fully address the requirement. You may wish to draw on experience from paid or voluntary work or personal experience.

**The person specification plays an essential part in all stages of the selection process. It determines whether you will be short-listed for an interview, and it acts as the basis for the interview itself.**

We will be looking for evidence that you meet requirements for the job. The candidates who meet the essential criteria and have the closest match to the overall requirements will be short-listed for interview.

###### Criminal Records Bureau & Rehabilitation of Offenders Act 1974

This post may involve direct contact with children and/or vulnerable adults; therefore, you will be required to complete a Criminal Records Bureau disclosure form before we can confirm your employment and start date. For the purposes of this check, you will be required to disclose all convictions including those that may otherwise be considered ‘spent’ under the terms of the Rehabilitation of Offenders Act 1974. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff at Croydon BME Forum. Previous criminal recordswill be considered in relation to their relevance to the work applied for, the circumstances of the offence and the length of time elapsed since the offence.

###### References

Croydon BME Forum is required to contact your present or most recent employer to obtain references before we can confirm your employment and start date and will take up references for a full 2-year period prior to your employment.

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| **Context for the role** |

**EMHIP Mobile Hub Youth Support Worker**

The EMHIP Mobile Hub Youth Support Worker, is a new role that has been created to work alongside the new Mental Health and Wellbeing Mobile Hub Team. This team will be based in the community, working alongside faith and voluntary sector partners to provide Mental Health Support.

ARCC and Croydon BME Forum in partnership with Southwest London Integrated Care System (SWL ICS) and South London and Maudsley NHS Foundation Trust (SLaM) are working together will to address the ethnic inequalities in health and social care through the Ethnicity and Mental Health Improvement Programme (EMHIP).

One of the keys interventions in the next phase of EMHIP is the implementation of the Mental Health & Wellbeing Mobile Hub. This will be a mobile, all age, whole family hub service, delivered within both faith and community based organisations.

The Mental Health & Wellbeing Mobile Hub team will have a dedicated team of experienced, culturally aware, support workers and clinical staff, embedded in the community to provide services to all local residents, but with a specific focus on BAME communities. This team be based in different locations across the borough, working within BAME communities, alongside faith groups and existing wellbeing hubs in Croydon.

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| **EMHIP (Ethnicity and Mental Health Improvement Programme)**  **Youth Support Worker** | | | | |
| **JOB DESCRIPTION** | | | |

**JOB TITLE:** EMHIP (Ethnicity and Mental Health Improvement

Programme) Youth Support Worker

**LOCATION:** Wellness Centre and other locations around Croydon

**RESPONSIBLE TO:** Mobile Hub Team Manager

**SALARY:** £28,560

**HOURS:** 37.5 hours per week

**LENGTH:** 2 - year fixed term contract

**Context of the role:**

The EMHIP Mobile Hub Youth Worker is a new role that has been co-designed with individuals with lived experience of mental health care to provide direct, person-centered support to individuals in their local communities.

The Croydon BME Forum and Asian Resource Centre Croydon, in partnership with South West London Integrated Care System (SWL ICS) and South London and Maudsley NHS Foundation Trust (SLaM) are working together to address the ethnic inequalities in health and social care through the Ethnicity and Mental Health Improvement Programme (EMHIP). One of the keys interventions in the next phase of EMHIP is the implementation of the Mental Health & Wellbeing Mobile Hub. This is a mobile, all age, whole family hub service, delivered within both faiths based and community-based organisations.

The Mental Health & Wellbeing Mobile Hub team will be a dedicated team of experienced, culturally aware support workers and clinical staff embedded in the community to provide services to all local residents, but with a specific focus on BAME communities.

This team will be based in different locations across the borough, working within BAME communities, alongside faith groups and existing wellbeing hubs in Croydon.

**Job Summary:**

The Mobile Hub Team Youth Worker is a skilled, knowledgeable, and empathetic person, who enjoys working with young people, taking a person-centred approach. They must be flexible, adaptable, and comfortable working in an active setting, with people and professionals across the health and social care system. They will be practical, resilient, well organised and have excellent communication skills.   
  
As a Hub Youth Worker, you will be responsible for providing advice and practical help for young people in need of mental health or social support. You will be responsible for engaging young people, one-to-one support, through activities and workshops, as well as jointly working with primary care and other community services. Youth Worker relies on voluntary engagement with young people, so you will need to build relationships based on trust, in order to support and empower them.   
  
You will work in a variety of settings, including:

* Colleges
* Faith-based groups
* Youth centres
* Community settings

**Main responsibilities:**

* Support new referrals and offer young people a person-centred, wellbeing assessment that identifies their wellbeing difficulties and develops a plan to support positive mental and general wellbeing.
* Deliver one-to-one peer support sessions with young people, focused on talking through their emotional challenges, building coping mechanisms and working together to meet their wellbeing goals.
* Support access to, and the delivery of, a variety of peer and social support groups, workshops and activities available.
* Work as part of the wider hub support team, co-delivering workshops, liaising with colleagues, and arranging referrals where necessary to hub team psychologist.
* Facilitate direct referrals to secondary care services.
* Work from a strength-based approach, focusing on the person themselves and providing non-judgemental support, respecting diversity and their lifestyle choices.
* Provide help to navigate the health and wellbeing system in Croydon, through taking a person-centred approach and linking into community resources to reduce isolation and improve wellbeing.
* To monitor the effectiveness of interventions, offered through the routine use of outcome, monitoring tools reviewed directly with young people.
* To maintain high levels of safeguarding awareness, and to respond to risk and safeguarding issues, as they arise, whilst respecting the young person's autonomy wherever possible.
* To maintain accurate and up to date records, of all work, delivered on relevant data systems, and to contribute to the monitoring and evaluation of our services.
* To ensure young people's voices, are always central to service developments, and contributing to young people’s participation and engagement activities.
* Communicate and engage with community to promote the mobile hub service.
* Act as an advocate for the youth to parents and local services by representing their interests.
* Gain trust and respect, from young people by building rapport with them.
* Establish boundaries for the young people and correct inappropriate behaviour.
* Keep up to date about current best practice and legislation within mental health, as well as within the field of Information & Advice more generally.
* Maintain accurate and up to date service user records using online CRM and database systems.
* Work within all policies and procedures of the Partnership, ensuring that information remains confidential and to adhere to the General Data Protection Regulations 2018 (GDPR)

**Person Specification**

**Requirements and Qualifications**

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| **Knowledge and Experience** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| * A degree in Health and Social Care or Mental Health courses. * A second spoken language. * Certification/qualification **OR** equivalent experience in Health and Social Care or Mental Health Care. | E | D  D |
| **Experience** |  |  |
| * Experience working with young people in a Mental Health or Health and Social Care role or therapeutic settings. * A strong commitment to young people and an understanding of the factors affecting their lives. * The ability to always provide reliable support to young people and act with integrity. * Excellent interpersonal skills, with the ability to establish and maintain good relationships with young people. * Can demonstrate patience, tolerance, resilience and the ability to work flexibly. * Excellent literacy, IT, and verbal communication skills, for presentations and report writing. * Ability to work flexibly across the team and localities and some evenings and weekends as required. * The ability to treat young people’s   concern with respect, tact, and  sensitivity, while being aware of the  limits that are required by confidentiality  and the boundaries that govern the  youth/youth worker relationship. | E  E  E  E  E  E   E  E |  |
| **Personal Attributes and Approach** |  |  |
| * Values people and see their potential, worth and strengths. * Develops effective and trusting relationships, characterised by respect, being non-judgemental and not making assumptions about the person’s experience and beliefs. * Works inclusively respecting the diversity or each other person’s experience, and their particular background or cultural context. * Highly motivated and able to learn quickly, willing to see advice appropriately and accept supervisions and training as required. * Shares responsibility for their own personal development. | E  E  E  E  E |  |

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| **CROYDON BME FORUM**  **APPLICATION FORM**  Please answer all questions clearly and, if not typed, in black ink as this form will be photocopied. You are assured that all details on this form will be treated in strictest confidence. Please do not send CVs. |

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| Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SECTION A: PERSONAL DETAILS**  Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone (daytime):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Evening)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION B: EMPLOYMENT**  Please tell us about your employment history starting with your current or most recent employment | |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |
| Current or most recent pay |  |

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| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

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| **Name of Employer** |  |
| Address |  |
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| Summary of Duties |  |
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| Reason for Leaving |  |

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| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

Please continue a separate sheet if necessary.

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| **SECTION C: EDUCATION, QUALIFICATIONS AND TRAINING** | | | |
| **Education** | | | |
| Dates | | School / College / University attended | Qualifications Obtained  (Please state name of examining board) |
| From: | To: |
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| **Professional Qualifications** | | | |
| Dates | | Qualifications  (Please state name of examining board) | Course Details |
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| **Relevant Training**  (Please list dates, examining or organising board) |
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| **SECTION D: KNOWLEDGE & EXPERIENCE / SKILLS & ABILITIES**  Please tell us why you think you are suitable for this post. Applicants should refer to the job description and person specification for this post before completing this section. Please provide as much information regarding your skills, knowledge and experience to enable us to assess your suitability for the post. Only applicants who meet all the essential criteria will be shortlisted. (Please continue a separate sheet if necessary) |
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| **SECTION E: OTHER DETAILS** |
| **Convictions**  Please give details of any convictions that you have including those that would otherwise be considered ‘spent’ under the Rehabilitation Offenders Act 1974 |
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| **Transport** |
| Do you have a current driver’s licence? Yes No |
| **Conflict of Interest** |
| Do you have any business and/or interest that might conflict with the duties of this post?  If yes, pls give details |

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| **SECTION E: REFERENCES**  We will take up employment references from your current or most recent employer. Please provide the employer’s name and address, and the name of the person authorized to give the reference. Please also give the name and address of another person willing to provide a reference. This could be another employer or someone who knows you very well. Please note that references from friends or relatives will not be accepted. | |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you are shortlisted, we would like to approach referees before your interview. Please indicate below whether or not we may write to referees prior to interview:  Referee 1: YES / NO Referee 2: YES / NO | |

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| **SECTION G: DECLARATION** |
| I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Organisation, in compliance with data protection legislation and as set out in the Organisation’s Applicant Privacy Notice. I undertake to notify the Organisation immediately of any changes to the above details  SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |