

## Application Pack

<b>Position</b>	<b>Mental Health Worker</b>
<b>Paid Position</b>	Yes
<b>Hours</b>	<i>5 hours per week</i>
<b>Salary</b>	<i>Normal rate £12- 15 per hour (based on experience)</i>
<b>Location</b>	<i>Croxley Green</i>

**Closing Date for Applications: September 1<sup>st</sup> 2020**

## **General Information**

### **Role Description**

We are Churches in Croxley Green Charitable Incorporated Organisation (CIO).

The CIO is a member of Parish Nurse Ministries UK.

We seek to demonstrate the love of Jesus Christ to individuals/families by offering holistic care through our local Parish Nurse Service. The service will be available and accessible to anyone in the local community regardless of faith or no faith.

It is essential that the post holder is a committed Christian.

Our parish nursing service aims to complement, not replicate or replace the NHS or other mainstream care provision and will therefore operate within a preventative and supportive model of healthcare.

We are looking for an enthusiastic Registered Psychiatric Nurse or other Mental Health Professional with experience of working in the field of mental health to work with us. As the appointed Mental Health Practitioner, the candidate will be expected to offer targeted interventions and activities that improve and maintain the holistic mental health and wellbeing of the congregation and local community and that include an intentional focus on spiritual care.

### **Role Description**

As a member of the Croxley Green Parish Nurse Service the post holder will be expected to develop and implement a range of community mental health support to the residents of Croxley Green which compliment but do not replace services provided by the NHS.

The expected focus of the work will be in relation to anxiety disorders, depression, addiction and mental health promotion.

### **Duties and Responsibilities**

Working within the framework of the values, belief and practices of Churches in Croxley Green CIO and NMC Code and Standards and in conjunction with the CIO Trustees, line manager and fellow Parish Nurse, the post-holder will :

- Identify through use of current Parish Nurse data collected, and through discussion with ministers and Croxley Green residents levels of mental health wellbeing and need.
- Develop models of support to include group, networking and 1:1 to assist people in managing their mental health

- Provide advice and support regarding medication, managing symptoms and understanding treatments if qualified to do so or signpost to other professionals with this experience.
- Recruit, train and support a team of volunteers to assist with the implantation of the above in line with the CIO policies for Volunteer recruitment, training and monitoring .
- Work in conjunction with the Acute Parish Nurse to ensure the service provides an holistic approach to supporting the residents of Croxley Green and also to make recommendations to the CIO Trustees about ongoing service needs/provision.
- In conjunction with the Acute Parish Nurse, effectively manage the resources of the Parish Nursing Service including any financial resources made available by Churches in Croxley Green CIO.
- Deliver a range of assessed, planned and evaluated health promoting prevention and maintenance interventions to individuals and/or groups.
- Act as a mental health resource and system navigator and sign poster for service users

## **Specific Requirements**

- The applicant must have a current registration with the Nursing and Midwifery Council. (NMC) or equivalent professional registration and two years' experience in their field.
- The applicant should have experience of providing preventative and supportive mental health care.
- The applicant should have experience of assessing, planning and provision of individual and community mental health care.
- The successful candidate will be required to attend the Parish Nursing Ministries UK (PNMUK) Preparation for Practice Programme as soon as possible after appointment. The first four days of the programme takes place in a residential setting and must be completed before the successful candidate joins the team. The final day takes place three to six months later at the central offices of PNMUK.
- An exemption permitted under Schedule 9 to the Equality Act 2010 means that the post is restricted to practising Christians in or around Croxley Green. This is because there is a genuine occupational requirement to integrate spiritual care into all health interventions, including the use of Christian prayer, where requested and as appropriate.

## Terms and Conditions

<b>Holidays</b>	<i>25 days pro rata</i>
<b>Pension</b>	<i>A workplace pension will be available on request although there will be no employer contributions until the applicable conditions are met (see <u>Workplace pensions on GOV.UK</u>).</i>
<b>Travel and Subsistence</b>	<i>The cost of work-related travel and subsistence will be met if satisfying the rules set out by HM Revenue &amp; Customs for <u>tax free reimbursements</u></i>
<b>Public Liability and Professional indemnity insurance</b>	<i>This will be provided if not covered by employment elsewhere</i>
<b>Work-related equipment</b>	<i>This will be provided as appropriate</i>
<b>Work-related training</b>	<i>This will be provided as appropriate</i>

## Applying for the Post

### Applications should include:

- A current CV
- Applicants should ensure the name, address, NMC Registration details (PIN Number and Re-registration date) or equivalent professional registration are included along with educational and other relevant qualifications and full employment history (giving details of relevant achievements).
- A short covering letter (of no more than 2 sides of A4) explaining the reasons for applying and how the key requirements of the post and person specification can be evidenced.
- The names of two referees who may be contacted with agreement prior to recruitment. One of these should be from a recent employer (or similar) and another from the minister of your own church.
- Declaration of all current 'unspent' criminal convictions or cautions (including reprimands and final warnings), or current cases of professional misconduct.
- Notification of any dates when the applicant is unable to attend the indicative timetable set out below.
- A mobile number and any other useful contact number together with a preferred email that will be used for all correspondence.

## Submitting an Application

Please submit the full application by email or post to:

**Name:** Rev Miriam Mugan & Rev Lisa Kerry

**Address:** c/o 3 Dukes Place, 19 Watford Road, Croxley Green, Herts. WD3 3DP

**Email:** [lkerry@aol.com](mailto:lkerry@aol.com) or [miriam.mugan@btopenworld.com](mailto:miriam.mugan@btopenworld.com)

**Contact Telephone No.** 07730 783387 or 07957156245

If applicants want to talk about the post prior to making an application they should email the address above to arrange a call.

## Recruitment Timetable

<b>Closing date for applications</b>	<i>1<sup>st</sup> September 2020</i>
<b>Shortlisting</b>	
<b>Selection Event (interview or other activities)</b>	
<b>Starting Date</b>	<i>To be confirmed</i>

## Parish Nurse Job description

**Job title:** Parish Nurse / Mental Health Practitioner

**Responsible to:** *Trustee / Line Manager*

**Accountable to:** Nursing and Midwifery Council or equivalent professional body; Trustees of Churches in Croxley Green CIO

**Hours per week:** 5 hours

**Term of contract:** Following a 3 months probationary period there will be a 33 months fixed term contract, renewable subject to funding.

**JOB PURPOSE:** To work with the existing parish nursing service to create a more focussed mental health provision that meets the mission vision and service model that has been developed by Churches in Croxley Green CIO for this local Christian health ministry and is compliant with the national standards set by Parish Nursing Ministries UK.

### **Main Duties and Responsibilities**

Working within the framework of the values, beliefs and practices of the Churches in Croxley Green CIO and NMC Code and standards and in conjunction with the line manager and designated leadership group:

- Establish and then maintain the structures systems, policies and processes necessary for the safe and effective delivery and governance of the Churches in Croxley Green CIO parish nursing service.
- Establish and coordinate team of volunteers to support the delivery of the service.
- Effectively manage the resources of the parish nursing service including any financial resources made available by Churches in Croxley Green CIO.
- Deliver a range of assessed planned and evaluated health promoting, prevention and maintenance interventions to individuals and/or groups.
- Act as a health resource and system navigator for service users.
- Act as a health advocate for service users requiring additional support.
- Where requested and as appropriate, integrate spiritual care into all health interventions including the use of Christian prayer.
- Ensure that all aspects of the service and interventions are evidence based and supported by current NICE guidelines and research.
- Establish effective partnerships, referral and liaison systems with other relevant statutory and voluntary health and care services, where appropriate attending network or case management meetings with local health and social care professionals as required.
- Maintain accurate, systematic and timely record keeping of health interventions in keeping with NMC record-keeping guidance, ensuring safe storage of documentation.
- Collect collate and submit any anonymised statistical information required by Churches in Croxley Green CIO.
- Represent the Churches in Croxley Green CIO within the wider community engaging with community wide health planning and related initiatives.

- Participate in regular meetings and an annual development review with direct line manager.
- Adhere to legal requirements and NMC or other professional body requirements, as well as national service and practice standards set by PNMUK and the CIO.
- Adhering to the Churches in Croxley Green CIO safeguarding policy for children, young people and adults at risk in all Parish nursing activities.
- Work with PNMUK and CIO to assure the quality of the service through accreditation and then lead on quality improvement.
- Remain up to date with current practices in parish nursing, the wider world, or health, and retain NMC registration.
- Participate in professional and spiritual supervision.
- Attend the National PNMUK Symposium, local PNMUK parish nurse cluster meetings and periodic meetings with the Regional Coordinator.

The above list will be subject to change and review given that the post is part time. However this will be done in discussion with the post holder and line manager.

### Work Expectations

- Working hours to take place within the normal business week of Monday to Friday, hours 9:00-5:00. For any weekend or evening work requirements, time off in lieu is granted.
- 25 days holiday pro-rata

### Person Specification

Essential	Desirable
<b>Qualifications Knowledge and Experience</b>	
Current registration with the NMC or equivalent professional body with preferably 2 years experience of practice as a registered nurse or Para- medical practitioner, e.g. Occupational Therapist, Counsellor or other mental health role.	Nursing or health related degree  Post registration qualification relevant to the service
Experience of providing preventative and supportive healthcare/mental health interventions.	Community nursing or public health nursing experience
First line management experience of people budgets/resources/funding/audit	
Experience of assessing planning and provision of individual and community health and wellbeing	

Experience of leading or participating in safeguarding activities	
Assuring the quality of care and service provision	
<b>Skills abilities and competencies</b>	
Willingness to travel around the locality and to national events as required	Current Driving licence and access to transport
Coordinating a small team.	
The ability to influence network and communicate with a wide range of stakeholders and partners	
Able to provide high quality care with clear health outcomes	Ability to collect and use service and care data to monitor and improve quality
Ability to develop professional working relationships within the Churches and with local health and care providers to support multi-agency working	
Ability to manage self and work independently to prioritise, manage time and work under pressure	
High quality verbal written and interpersonal communication skills	Report writing, presentation production, preparation of marketing materials, or health education materials  Confident user of IT and digital technologies, and social media in a work setting
Able to facilitate spiritual health through prayer or other appropriate activity	
<b>Personal Attributes</b>	
Committed to maintaining highest standards of professionalism through demonstrable adherence to the NMC Code or equivalent professional body and meeting revalidation requirements	
Be a practising Christian	
Be committed and highly self-motivated with ability to enthuse, inspire and motivate others	
Be willing to undergo the PNMUK role preparation programme and any mandatory training thereafter	
Have a flexible approach to working patterns	