



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Mental Health Advisor, Student Counselling and Wellbeing



Salary: Grade 6 (£27,511 – £32,817 pro-rata p.a.)

Reference: SESSO1142

Part-time, 24.5 hours per week

We will consider flexible working arrangements

Mental Health Advisor

Student Counselling and Wellbeing

Student Education Service

Are you an experienced Mental Health Advisor who ensures appropriate practical and psychological support is in place based on the Social and Recovery Models of Mental Health? Do you want to enable students to function more effectively and fulfil their personal and academic potential?

We are looking for someone with substantial experience of providing support for people with diagnosed or possible emerging serious mental health conditions. If you are able to evidence the capacity to assess, monitor and manage young adults living with mental health difficulties, including crisis response, we would be interested in hearing from you - especially if you have considerable experience of working with adults diagnosed with Neurodevelopmental conditions.

Essential to this role is effective, responsive liaison with community and university student support services and delivering mental health awareness training sessions to colleagues across the University, and flexibility of working hours, which may include evening hours.

Due to the current Government Coronavirus lockdown and social distancing measures, the interviews for this role are likely to be conducted remotely using Microsoft Teams or Zoom. It is also expected that relevant work within these roles will be done remotely, within the UK, while these restrictions remain in place.

What does the role entail?

As a Mental Health Advisor your main duties will include:

- Providing individual support to an allocated caseload of students with diagnosed serious mental health conditions or possible emerging mental health difficulties or high risk presentations requiring brief intervention and onwards referral. promoting the recovery and maintenance of positive mental health, positively promoting independent living, personal resilience and providing support with daily living skills;



- Supporting students to identify their needs and goals, through the collaborative planning, implementation and evaluation of Mental Health and Crisis Support Plans;
- Encouraging and enabling students to develop positive/effective condition management skills, working to the Social and Recovery Models of Mental Health and goals based outcome assessment;
- Maintaining adequate records, including input to a database, participation in regular meetings and supervision sessions to discuss and review case management and complex cases;
- Carrying out initial risk assessments, identifying when further risk assessment and risk management/ harm reduction plans are required. Actively participating in formal risk assessment and Care Programme Approach as per required need and engagement with formal external Mental Health Services;
- Helping to identify early warning signs of relapse by monitoring the student's progress, level of functioning and mental state and alerting the appropriate staff involved in supporting the student as per consent agreement;
- Providing written correspondence to appropriate requests from students, schools, Office of Academic Appeals and Regulations or Student Cases in regards to University processes, with consent from the individual;
- Producing correspondence for referral into external services for students identified as requiring greater assessment and possible diagnosis where a potential emerging mental health need is identified or students on your caseload require greater access to formal risk management and treatment.;
- Liaising with statutory and third sector providers in the provision of ongoing care or crisis response for students, making appropriate and timely referrals into such services, attending discharge planning meetings, CPA's or MDT/ professional meetings with the consent of the individual;
- Liaising with statutory services and University security and support services at times of crisis or emergency situations, providing a crisis response in consultation with the Mental Health and Wellbeing Manager. At times this may involve seeking legal permissions to act without consent due to the severity of risk being presented
- Contributing to the design and delivery of training to staff, and collaborating with the Students' Union and Leeds Student Medical Practice to devise and facilitate mental health promotion and awareness throughout the campus;
- Networking with external providers of mental health support throughout Leeds;



- Ensuring students are treated with dignity and respect as part of ethical practice, and promoting the rights, responsibilities and recovery of students with a mental health difficulty to engender empowerment and wellbeing;
- Developing a rapport with student service users, based on respect and honesty, working at all times within clear professional, appropriate and transparent boundaries;
- Ensuring the avoidance of any discriminatory practices and to challenge discrimination and stigma wherever met;
- Participating in the review of the service to further develop and improve the service provision.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Mental Health Advisor you will have:

- Experience of providing support for people with serious mental health conditions within in-patient and community services);
- Experience of assessing, monitoring and managing cases of young adults with serious mental health conditions or emerging mental health needs, along with substantial experience of crisis management in relation to people with mental health conditions;
- Excellent communication skills, with an ability to listen and be non-judgemental in approach;
- Ability to demonstrate empathy, compassion and patience, dealing sensitively with individuals in distress and who may be disturbed and/or unpredictable;
- Ability to think and act calmly in challenging and stressful situations;
- Demonstrable knowledge of community services and of how to effectively build community links;
- Knowledge of everyday independent/living skills and an ability to promote these to individuals;
- Excellent organisational skills with a flexible and versatile approach to working, managing own time, caseload, and balancing priorities and deadlines effectively;



- Practical problem solving skills with an ability to use own initiative and judgement to assess situations and propose practical solutions;
- Proven ability of working as part of a team.

You may also have:

- Experience, knowledge and understanding of the academic environment, the barriers and pressures within student life and the value, purpose and identity gained from engaging within it;
- Experience of developing and delivering training sessions to people who are non-specialists in the field of mental health.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Jeanette Youds, Mental Health and Wellbeing Manager

Tel: +44 (0)113 343 7458

Email: j.youds@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

