**Job Description: Resilience & Stabilisation Recovery Coach**

**Hours:** 21 – 37 per week

**Contract:** 12 months April 22 – March 23

**Hourly rate:** £10 - £13 depending upon experience

**Reports to:** R&S Area Co-ordinator

**Location:** Elements of home-based working, Nottinghamshire Mind’s offices & Community – depending upon area

**Confidentiality:** In the course of the work, the post holder may have knowledge of, or access to information which is confidential. It is essential that this confidentiality is respected at all times and that all work is carried out within the context of Nottinghamshire Mind’s Confidentiality Policy.

**Job Purpose**

The Resilience & Stabilisation Programme uses Coaching techniques to support individuals in improving their mental wellbeing. We provide practical support in finding and developing techniques to enable individuals to build positive coping strategies for day to day issues and challenges that impact negatively on their mental health. We take a Client centred approach and seek to concentrate on the here & now with the aim, where necessary, of enabling & empowering individuals to address more longer standing or deeper rooted personal challenges.

**Main Duties & Responsibilities**

1. Building a positive, trusting & supportive working relationship with Clients.
2. Managing their own caseload & appropriately diarising task.
3. Researching & developing coping strategies for Clients & supporting them in their use.
4. Empowering & enabling Clients to ‘be their own coach’ and supporting Clients in positively prioritising care of their own mental health.
5. To sign post and refer Clients to appropriate services, either in addition to or instead of R&S and to recognise when an escalation of services is required.
6. To maintain a boundaried and professional approach with Clients
7. Liaising with health care professionals involved in the referral process and ongoing support of mutual Clients.
8. Delivering the Resilience & Stabilisation Programme on a 1:1 & group basis and across a variety of platforms.
9. Accurately & efficiently manage the administrative process of supporting Clients & recording their progress, outcomes & feedback.
10. Supporting colleagues & working collaboratively to best serve our Clients & improve the R&S Programme & all elements of delivery.
11. To keep abreast of local services and to develop a working knowledge of services & support available within the area
12. To ensure service delivery meets organisational values & standards and is compliant with relevant regulatory frameworks (eg GDPR)
13. To carry out any other tasks as reasonably requested by the relevant manager.

**Personal Development**

1. To undertake training as required or considered appropriate.
2. To actively participate in regular supervision sessions & team meetings.

**General**

1. To maintain a professional approach to work at all times.
2. To work in line with Nottinghamshire Mind policies, procedures, codes and guidance, including in relation to health & safety, confidentiality, safeguarding, data protection and equal opportunities.
3. To actively promote the aims and principles of Nottinghamshire Mind and take part in any Nottinghamshire Mind activities as directed.
4. The post requires flexible working and may include occasional evening and weekend work if in the best interests of Clients & Programme delivery