

POSITIVE ACTION FOR REFUGEES AND ASYLUM SEEKERS

JOB DESCRIPTION

SENIOR MENTAL HEALTH ASSESSMENT WORKER

Grade:	£34,385
Hours:	Full time - 35 per week
Responsible to:	PAFRAS Director
Employing body:	PAFRAS Board of Trustees
Location:	PAFRAS drop-in, PAFRAS office, and occasionally other venues

PURPOSE OF THE JOB

To identify and support the mental health needs of PAFRAS service users, who are predominantly people seeking asylum at risk of, or experiencing destitution, including carrying out mental health assessments and providing short to medium term mental health support, ongoing referrals and signposting.

To liaise and develop close working links with appropriate organisations to ensure appropriate assessments and referrals are undertaken.

To line manage the Mental Health Support Worker and Domestic Abuse Support Worker and offer supervision to students on counselling/therapy placements and other staff if appropriate.

MAIN DUTIES AND RESPONSIBILITIES

1. To provide mental health support to service users.
2. To provide mental health assessments , taking into account the high levels of trauma.
3. To assess, manage and support service users presenting with acute or emergency mental health problems (crisis management).
4. To support service users in accessing statutory mainstream mental health services.
5. To develop referral procedures to and from mental health services and make referrals to a range of appropriate agencies, across different sectors.
6. Work at the PAFRAS drop-in and other venues where appropriate.
7. Facilitate and/or oversee group work.
8. Work in a sometimes-high pressured environment with a challenging caseload.

9. Maintain good standard of record keeping in accordance with relevant procedures and best practice.
10. To provide quarterly reports to commissioners and attend quarterly monitoring meetings.
11. To represent PAFRAS at external meetings and working groups.
12. To contribute to PAFRAS's strategic development, especially in relation to the PAFRAS mental health service. This will include researching new opportunities, assessing and being aware of shifting patterns/areas of needs and ongoing service evaluation and development.
13. To develop and implement effective feedback, evaluation and monitoring methods for the PAFRAS mental health service.
14. To write letters of support to external agencies highlighting mental health difficulties being experienced by service users.
15. Line manage the mental health support worker and domestic abuse support worker and provide monthly support and supervision sessions.
16. Supervise up to two counselling/psychotherapy students on placement at PAFRAS.
17. Engage in external clinical supervision.
18. Increase the awareness of PAFRAS staff to recognise and manage mental health difficulties
19. Work closely with PAFRAS staff members including the Director, Senior Caseworker, Advice Service Manager and wider team.
20. Promote the aims and objectives of PAFRAS.

GENERAL

1. To work at all times as part of a team. This includes working with other staff in PAFRAS, attending team and staff meetings.
2. To work flexibly in accordance with the needs of the Service, including undertaking out of hours and weekend work as required.
3. To maintain flexibility and liaise with the Director and team regarding service cover and other duties, including supporting volunteers and contributing to the smooth running of the drop-in.
4. To be inducted, supervised, performance monitored and appraised in line with the organisation's performance management policies and procedures.

5. To be responsible for personal professional learning and development and undertake training, both mandatory and optional, to increase knowledge, skills and awareness.
6. Uphold professional standards and PAFRAS's values at all times.
7. To provide monitoring information and reports as part of funding and organisational requirements and for the Board of Trustees
8. To participate in the further development of the service and organisation in conjunction with the senior management team.
9. To be aware of and employ the general practices of PAFRAS's Health and Safety policy and ensure these are adhered to at all times
10. To operate within the aims, policies and practices of PAFRAS at all times and to be committed to and promote the organisation's Equality, Diversity and Inclusion policy.
111. To ensure information is dealt with in accordance with PAFRAS's policies and relevant data protection legislation.
12. To provide information about PAFRAS to people/agencies interested in the organisation's work.
13. To take an anti-racist, anti-oppressive approach at all times.
14. To undertake any other duties as directed by the Director, in line with the responsibilities of this post.

PERSON SPECIFICATION

When completing the application form it is important to clearly state how you meet each of the criteria on the person specification, including examples. Only people who meet all the essential criteria will be invited for interview.

Qualifications		
A relevant professional qualification in mental health, psychology, counselling, or a related field (e.g., Social Work, Nursing, Psychology).	✓	
Experience	Essential	Desirable
At least 5 years of direct experience in providing mental health support, preferably in a crisis or trauma-informed setting.	✓	
Demonstrable experience in conducting mental health assessments, working in high-pressure environments, managing challenging caseloads, and working effectively with individuals in crisis.	✓	
Experience of staff management including supervision, appraisal and performance management	✓	
Experience of writing outcome and output reports for a variety of audiences which include both qualitative and quantitative information	✓	
Experience of working with interpreters		✓
Knowledge/Understanding		
Knowledge of the UK asylum process and insight into the needs, experiences, hopes and challenges of those going through it	✓	
Knowledge of the community, voluntary and statutory mental health support available in Leeds	✓	
Awareness of the issues affecting small voluntary sector organisations		✓
Abilities/Skills		
Ability to assess, manage, and support individuals experiencing acute mental health issues, including crisis management.	✓	
Strong empathy and the ability to build trusting relationships with service users, especially those who may have experienced significant trauma or adversity	✓	
Strong written and verbal communication skills, with the ability to communicate complex mental health issues to diverse stakeholders, including service users, external agencies, and commissioners.	✓	

Experience in facilitating group work or support sessions, ensuring effective communication, inclusivity, and participant engagement.	✓	
Strong organizational skills with the ability to manage a challenging caseload and maintain accurate, confidential records in line with organizational policies and best practice.	✓	
Able to provide support and leadership, build a cohesive team and nurture a positive team environment	✓	
Excellent IT skills (ability to use Microsoft Office suite, webmail, web-based databases)	✓	
Personal qualities		
Personal experience of forced migration		✓
Passionate about the aims of PAFRAS	✓	
Adaptability and flexibility in a dynamic and sometimes unpredictable work environment	✓	
A non-judgmental, anti-racist, and anti-oppressive approach to working with diverse and vulnerable service users	✓	
Willingness to work flexible hours including some evening and weekend work	✓	

Appointment is subject to a DBS check