

Job Description

Job Title	Student Mental Health Advisor (Fixed Term – 12 months)
Salary Scale	LIPA Support Staff Scale 7 (SCP 27 – SCP 29)
Responsible To	Head of Student Wellbeing and Disability
Number in Post	1
Date Drafted	October 2024

Job Purpose

- To act as a mental health adviser for the Student Wellbeing and Disability team, triaging and responding to urgent student need and conducting initial assessments of students with a range of emotional difficulties including signposting students to voluntary and statutory services; working collaboratively with a range of internal and external stakeholders, complying with professional standards and ensuring that the Institute's mental health and wellbeing support services are widely promoted, accessible, efficient and of high quality. The post holder will also lead on monitoring students identified as high risk.
- Alongside the wider team, the post holder will also deliver mental health and wellbeing information, advice and guidance to individuals and groups, as well as contributing to preventative work undertaken by the team, such as delivering mental health and wellbeing support to students and proactive group sessions.
- To undertake this role effectively the post holder must have significant experience of managing caseloads, as well as experience of working to standard mental health and wellbeing assessments, policies and procedures.
- To establish relationships with people from across the Institution and the wider health community and communicate effectively showing a good understanding of diversity and inclusion issues relating to mental health and wellbeing.

Major Tasks

1. To provide support to students with a range of emotional difficulties and mental health needs.
2. To undertake regular monitoring of students deemed to be high risk.
3. To work with colleagues across the Institute to develop good practice in supporting students with mental health needs.
4. To oversee counselling service administrative processes.
5. To raise awareness of student mental health issues, developing mental health promotion strategies.
6. To maintain up to date and confidential records of students accessing the service.

Job Activities

Major Task 1: Supporting students with mental health needs

1. To provide individual support to students presenting with a range of emotional difficulties and mental health needs and/or disability.
2. To conduct initial assessments of students to determine the suitability of interventions and specific referrals to other services and agencies.
3. To offer students self-help strategies and information.
4. To ensure provision of information, advice and guidance is in the context of learning.
5. To ensure that students are aware of the range of wellbeing services available to them in the local area and nationally.
6. To support students to liaise with other staff within the Institute as necessary.
7. To advise and support students with the creation of Student Support Documents in relation to mental health conditions.
8. To encourage and guide students with mental health conditions to apply for Disabled Students Allowance.
9. To adhere to all safeguarding policies and procedures.

Major Task 2: Monitoring high risk students

1. To assess mental health needs of students, through writing and reviewing risk management and safety plans.
2. To manage a case load of high-risk students.
3. To undertake weekly, monthly, or termly monitoring of students who are deemed to be high risk.
4. To provide support to students in crisis which will involve liaising with external statutory bodies as needed.

Major Task 3: Working with colleagues across the Institute

1. To work with colleagues across the Institute to develop good practice in dealing with students experiencing emotional difficulties.
2. Provide guidance and advice to staff to ensure that LIPA students have access to an inclusive learning environment and appropriate reasonable adjustments as required by the Equality Act.
3. To provide support and guidance to staff who are working with students with mental health difficulties.
4. To represent the Student Wellbeing and Disability team at internal meetings as appropriate.
5. To support CPD activities for Institute staff, alongside the wider team.

Major Task 4: To oversee counselling service administrative processes.

1. To maintain and oversee the counselling waiting list, prioritising students based on need.
2. To refer students to counsellors.
3. To support the Head of Student Wellbeing and Disability to research and develop counselling policies and procedures, including assessment, referrals, cancellation, and administrative procedures.
4. To promote and publicise the counselling service amongst students and staff.

Major Task 5: Raising awareness of student mental health issues

1. To raise awareness of student mental health issues, developing mental health promotion strategies.
2. To develop, maintain and promote a range of resources and information for students on mental health issues, psychological health and support options and self-care.
3. To participate in and deliver wellbeing training, workshops, and relevant events, including Welcome Week and team development activities.
4. To represent LIPA at external meetings and groups as appropriate e.g. (Student Safety Group, Healthwatch, UCOPE).

Major Task 6: Maintaining student records

1. To manage up to date student case notes using electronic case management systems.
2. To ensure that all necessary records are properly maintained in accordance with relevant legislation.
3. To ensure that confidentiality is maintained at all times, and record keeping complies with our policies and procedures and best practice.
4. To ensure that sensitive information is shared with teaching staff appropriately.

Major Task 7: Other Duties

1. Work flexibly including contributing to work projects of a general nature and providing cover for other staff.
2. Participate in staff appraisals and training programmes as required.
3. Carry out duties at all times with due regard to Data Protection/confidentiality, Equal Opportunities, Health and Safety and other policies as agreed and revised from time to time.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in their present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

30 hrs per week, Monday – Friday.

Person Specification – Student Mental Health Advisor (Fixed-term)

		To be identified by:
Education and Qualifications:		
Degree or equivalent.	Essential	Application/Qualifications
Professional qualifications or training in mental health e.g Mental Health Nursing, Social Work, Occupational Therapy, Counselling and/or significant professional experience.	Essential	Application/Qualifications
Eligible for professional accreditation or membership with a professional body.	Essential	Application
Experience / Knowledge:		
Experience of working with adults with complex and varied mental health needs.	Essential	Application
Experience of risk assessment and crisis management.	Essential	Application
Experience of managing a varied caseload.	Essential	Application
Understanding of the support needs of learners.	Essential	Application/Interview
Knowledge of issues within higher education.	Desirable	Application/Interview
Experience of mental health promotion.	Desirable	Application/Interview

Skills and Ability:		
Ability to use Microsoft IT packages.	Essential	Application
Excellent written and oral communication skills.	Essential	Application/Interview
Ability to manage a busy and varied workload.	Essential	Application/Interview
Ability to respond sensitively to the needs of students experiencing mental distress.	Essential	Application/Interview
Ability to work collaboratively as part of a team and on own initiative.	Essential	Application/Interview
Ability to engage in reflective practice.	Essential	Application/Interview
Ability to quickly build rapport with diverse student groups and create a welcoming environment.	Essential	Application/Interview
Ability to remain calm and professional in an environment where students might feel distressed and vulnerable.	Essential	Application/Interview
Personal Qualities:		
Ability to put people at ease.	Essential	Interview
A helpful and approachable manner.	Essential	Interview
Empathy with the challenges associated with studying with a mental health difficulty.	Essential	Interview

Commitment:		
To LIPA's Equality and Diversity policies and practice.	Essential	Interview
Enthusiasm and flexibility in their role with a 'can do' attitude.	Essential	Interview
Passionate about improving the student experience.	Essential	Interview
Committed to enhancing the profile of Equality, Diversity and Inclusion.	Essential	Interview