

# Job Description

<b>Job Title</b>	<b>Wellbeing Adviser - Flintshire and Wrexham</b> (fixed term contract until 31 March 2024 with further extension dependant on funding)
<b>Salary</b>	£13,666 (£22,777 full time equivalent) plus 5% of salary contribution to a pension scheme.
<b>Hours</b>	21 hours per week
<b>Annual Leave</b>	27 days per annum plus public holidays (pro rata)
<b>Based at:</b>	The Wellbeing Centre, 23b Chester Street Mold (although the post-holder will be required to work from home and across Flintshire and Wrexham)
<b>Responsible to</b>	Community Wellbeing Manager
<b>Internal &amp; External contacts</b>	<ul style="list-style-type: none"> <li>• Clients, staff, volunteers and directors/trustees of NE Wales Mind</li> <li>• Representatives and volunteers from partner organisations</li> <li>• External and volunteer activity leaders and trainers</li> <li>• GPs, Occupational therapists and other professionals referring clients to the service</li> <li>• Staff of NE Wales Mind and other local Mind groups</li> <li>• Staff, volunteers and clients other voluntary and statutory organisations</li> </ul>
<b>Aims of the post</b>	<ul style="list-style-type: none"> <li>• To deliver prevention and early intervention support to people experiencing mental distress</li> <li>• To promote mental and physical wellbeing by facilitating access to a range of recovery focussed activities.</li> <li>• To support provision mental health and wellbeing information, advice and activities in the community hubs</li> </ul>
<b>Main duties</b>	<ul style="list-style-type: none"> <li>• Deliver guided self-help interventions mainly Mind's self-directed support service.</li> <li>• Carry a case load of clients and effectively manage client contact including assessments, face to face/remote meetings, signposting and admin</li> <li>• Support clients to access information resources</li> <li>• Liaise with local primary care health providers</li> <li>• Provide cover and support participation in activities and groups as required</li> <li>• Collect and analyse information to assist with monitoring</li> </ul>

# Job Description

---

- Work as part of the NE Wales Mind team in order to provide a quality service to all clients and contribute to wider service planning and developments
- Attend staff meetings, individual clinical and line management supervision and participate in training, seminars or conferences as directed
- Carry out any other duties, which are commensurate with the grade, which may be allocated by the Community Wellbeing Manager

---

**Prepared &  
approved**

May 23

---

This Job Description may be subject to periodic amendment and revision in line with the changing needs of NE Wales Mind. This will be undertaken in consultation with and with the agreement of the post holder.

This Job Description is intended to give an overview of the role of Wellbeing Adviser Flintshire and Wrexham, however the Community Wellbeing Manager may request tasks to be undertaken which are not specifically mentioned in this document but which are in line with the level and nature of the role.