

Older Persons Practitioner (Over 65's)

Recruitment Pack

March 2025

Havant and East Hampshire Mind
Havant Wellbeing Centre
Dunsbury Way
Havant
PO9 5BG

02392498916
www.easthantsmind.org

Re: Older Persons Practitioner (over 65's)

Dear Applicant,

Thank you for your enquiry about the above post.

This pack contains the job advertisement, job description and person specification.

For more information about the role and our services, please see our website at www.easthantsmind.org or to discuss the role contact Jenny Smith, Adult Wellbeing Manager (Jenny@easthantsmind.org).

To apply, please submit your application which should outline why you are suitable for the role. Clearly state your address, e-mail address, telephone number and whether you have a driving license and access to a vehicle.

Please return applications to the HR Officer at HR@easthantsmind.org

If you have been selected for an interview, it will have two parts, the first being a 5–10 minute presentation on engaging clients and your vision for the service. The second part a question and answer interview format.

Yours sincerely

Jennifer Smith
Adult Wellbeing Manager

The benefits of working with Havant and East Hants Mind

Make a real difference to local people

We're a local Hampshire charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable and dedicated team with a big heart.

Holidays

- It's important to take time off. We give you 25 days a year, increasing by one day per year of service up to 30 days, plus bank holidays (all calculated pro-rata for part-timers).


Learning, growth and development

- We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring.
- Everyone, regardless of role, is offered free Connect 5 Mental health and Wellbeing Training.
- As a rapidly growing organisation there are regular opportunities to grow and develop within roles and through internal promotions.
- Joining HEH Mind makes you part of the Mind Federation, which includes 110 local Minds across England and Wales and access to the Open hub platform and learning, development and good practice sharing opportunities.

Pension

If eligible you'll be auto-enrolled into our pension scheme, and our contribution is based on 3% of your salary.

Workplace wellbeing

- As workplace wellbeing experts you will be joining a workplace with a strong employee wellbeing focus. Which includes engagement opportunities such as our monthly digital 'Break Room' to meet staff from across the charity.
 - Remote and homeworking flexibility. This role will be hybrid 1 day a week home working.
 - We are a Mindful employer + accredited. All staff have access to our confidential 24/7 employee assistance programme.
 - If you use a PC within your role, we will provide free eye tests, if necessary.
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Practitioner for Adults Over 65

We are seeking a dedicated Practitioner for Adults Over 65 to join our team. This role involves working closely with the Local Authority Adult Social Care Team to support individuals over the age of 65, enhancing their overall wellbeing.

The ideal candidate will be passionate about improving the lives of older adults, focusing on enhancing their social connections, financial situation, physical and mental health.

We want to hear from you

This is a great opportunity for anyone looking to get into a career within the mental health sector or someone who has a background adult wellbeing and would like to make a difference in their local community.

We are looking for passionate, empathetic and committed individuals who want help over 65's sustainably support and promote health and wellbeing in Havant.

If you would like to know more about the service before making your application, please get in touch with Jenny Smith Adult Wellbeing Manager (Jenny@easthantsmind.org).



Job Description

Job title:	Older Persons Practitioner for Adults Over 65
Salary grade:	£23,500 per annum
Contract length	Initially 12 months, with view to make permanent in future
Contracted hours:	Full time - 37 hours per week
Working base:	Havant - Leigh Park Community Centre
Outreach working	Home visiting covering Havant, Fareham and Gosport
Reports to:	Wellbeing Manager
Responsible for:	Service users
Checks made:	Enhanced DBS and 2 satisfactory references


Purpose of Post

The purpose of the Older Persons Practitioner for Adults Over 65 role at Havant and East Hants Mind is to significantly enhance the quality of life for older adults in the community. This position, reporting to the Wellbeing Manager, is centered on collaborating closely with the Local Authority Adult Social Care Team to provide comprehensive support to individuals over the age of 65.

The role is designed to address and improve various aspects of clients' lives, including their social connections, financial stability, and physical and mental health. Through a combination of home visits, personalised support plans, empowerment and educational initiatives, and ongoing monitoring and evaluation. The practitioner plays a crucial role in fostering independence, resilience, and overall wellbeing among the elderly population.

This position requires a unique blend of skills and attributes, including expertise in social work or a related field, knowledge and experience of benefits advice and entitlement, strong interpersonal abilities, and a deep commitment to enhancing the lives of older adults.


The role is not only about providing immediate support but also about equipping clients with the tools and knowledge to sustain their wellbeing long-term, ensuring a lasting positive impact in the community.



Accountability

You will be line managed by the Wellbeing Manager for Havant and East Hants Mind but will manage your own workload, prioritising tasks and working on your own initiative in line with the contract specification.

Key Responsibilities and Duties:

- Deliver empathetic, person-centred and empowering wellbeing support; through face to face, home visiting interventions to adults aged 65+ (referred from the Older Person's team)
 - To be experienced in supporting with benefit applications and advice
 - Have a good knowledge of local support services (especially for older adults) and be able to appropriately signpost and or "handhold" service users and their carers to these services
 - Co-develop person-centred, empowering support plans with services users which have specific, measurable and achievable outcomes
 - Work closely with the Local Authority Adult Social Care Team to encourage and manage referrals
 - Regularly monitor and evaluate the progress of clients throughout the 12-week support journey. Adhering to time scales and use RAG rating to prioritise referrals
 - Liaise with partner agencies and professionals to ensure multi-agency working within the service users support plan
 - Work alongside the Older Persons Admin to assist and complete administrative tasks related to the role; maintaining accurate and up-to-date records of client interactions, progress, and outcomes
 - Facilitate groups and manage the dynamics within these
 - Comply with HEH Mind policies and procedures, including health and safety regulations related to the workplace
 - Take appropriate measures to safeguard vulnerable adults and children with the support of management
 - Participate actively in multidisciplinary team meetings to discuss client needs and progress
 - Support with the development and delivery of services within other teams at HEH Mind, including participating in events and community engagement
 - Have an up to date knowledge of common mental health disorders, the symptoms associated with these, the short & long-term effects associated with enduring mental health disorders and a sound knowledge of useful tips, tools and coping skills, utilising internal and external resources
 - Undertake any other tasks and duties as required and requested by management to meet the needs of the service
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- Have a good knowledge of IT systems. Including: staying up to date with outlook emails and calendar, maintain up to date and accurate client records, access and utilise online resources as required and make use of Microsoft applications
- Prepare reports and updates for the Local Authority Adult Social Care Team and other stakeholders as required

General Duties:

- To attend staff meetings, supervisions, appraisals and training events as directed by your Line Manager
- To uphold the aims and values of HEH Mind
- To contribute to the ongoing development of the service and to best practice
- To work within HEH Mind policies and procedures
- All employees have a duty and responsibility of their own mental health and others
- All employees have a responsibility to prevent abuse and neglect and report concerns
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current data protection legislation and security and confidentiality policies

Person Specification	Essential/ Desirable
Qualifications:	
Educated to a minimum Level 3 standard.	E
A degree in social work, psychology, gerontology, or a related field is preferred.	D
Relevant certifications or training in elderly care, mental health, or social services.	D
Experience:	
Proven experience in a similar role, working with adults over 65.	E
Experience in conducting home visits and developing individual care plans.	D
Skills:	
Excellent interpersonal and communication skills.	E

Strong organizational and time-management abilities.	D
Ability to work independently and as part of a multidisciplinary team.	D
Personal Attributes:	
A compassionate and empathetic approach to working with older adults.	D
Strong commitment to enhancing the wellbeing of the elderly.	F
Resilience and adaptability in various situations.	D
Other Requirements:	
A valid driving license and reliable transportation for home visits.	E
Excellent communicator in formal and informal communications, both verbally and in writing, including delivery of presentations to a range of stakeholders.	E
Excellent level of literacy, communication, organisational, time management, attention to detail and problem-solving skills	E
IT skills (Word, Excel, Teams, CRM databases,)	E
Understanding of the wellbeing needs of adults over 65	E
Personal Circumstances	
Show flexibility and adaptability (linked in working environment, project needs, user needs).	E
Alignment with HEH Mind vision and values	E
An understanding of Equality, Diversity and Inclusion	E

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