



UNIVERSITY OF LINCOLN  
JOB DESCRIPTION

<b>JOB TITLE</b>	Mental Health Advisor				
<b>DEPARTMENT</b>	Student Services				
<b>LOCATION</b>	Brayford Pool Campus				
<b>JOB NUMBER</b>	SA9138	<b>GRADE</b>	6	<b>DATE</b>	April 2016
<b>REPORTS TO</b>	Disability Service Manager				

**CONTEXT**

This position is a member of the Disability Service Team, based within Student Services, and is expected to work closely with colleagues in Student Services and across the University.

**JOB PURPOSE**

The post holder will have specialist responsibility for co-ordinating support for students who have disclosed a Mental Health condition and in responding to students who present with mental health difficulties that they have not disclosed in advance. In addition, where appropriate, the post holder will also provide support to students with a range of disabilities.

## KEY RESPONSIBILITIES

### Crisis Intervention

The Mental Health Advisor (MHA) takes a lead role in the coordination and interface between internal services and statutory services, including ensuring the reintroduction of students into the University after periods of illness and /or hospitalisation

Assess risk of suicide and self-harm and ensure students access statutory support as needed. Assess and plan coordinated support for students with psychosis, severe depression and anxiety; eating disorders and other mental health conditions. Provide advice to other students affected by a crisis and assist them in accessing further support where required.

Provide a flexible service to meet the need presented, including flexible working as required, particularly in crisis situations.

Respond to complex situations/incidents at the request of senior management.

### On-going Support

Works in conjunction with the Disability Service and Counselling Service, particularly in planning service provision for students arriving at University for the first time. Liaise with student's home mental health teams including Psychiatrists and Community Psychiatric Nurses to ensure necessary referrals are made.

Meet with individual students to assess support requirements; liaise with other agencies; provide one to one support as required; contribute to the DSA assessment of needs process as appropriate; organise and contribute to case conferences as appropriate. The MHA may be required to visit students in their accommodation either on or off campus.

Work closely with University Health Centre; and liaise with other Primary Care Services and GP practices.

Develop and maintain professional relationships with Early Intervention; Crisis Intervention and Eating Disorder teams and continue to develop close working relationships with other Secondary Care and specialist services.

Provide on-going one to one support to students

Liaise with parents and families as appropriate.

Support students in decisions about suspension or withdrawal and ensure students access appropriate advice such as financial support when planning best course of action.

Ensure specific student needs are met e.g. ensuring international students access the service and are aware of visa issues when providing mental health intervention.

Undertake general disability work including casework and dealing with queries from staff and students.

### Supporting the wider University

Provide specialist advice and support to Schools, Academic Colleagues, the SU, Accommodation, the Student Support Centre and other professional services about the needs of students with mental health difficulties.

Advise, support and intervene where necessary, to assess and provide first line support, to include

managing Fitness to Study and Suspension or Exclusion.  
Provide continuing consultation and support where the mental health of students raises further concerns, including for the safety and welfare of others..

Construct coordinated support plans involving both Schools and other professional services, working with specialist external mental health and medical services.

Support the identification of appropriate reasonable adjustments.

### **Staff Development and Mental Health Promotion**

Design and deliver generalist mental health awareness and training to academic and professional services staff through the Human Resources Learning and Development Team and bespoke training at the request of Schools and Departments.

Provide training to external agencies to raise awareness of student mental health needs and available University support.

Contribute to the development and delivery of mental health promotion literature and activities.

Develop materials that promote mental health awareness and information within the University and in partnership with external agencies to increase uptake of support by vulnerable students.

Promote positive mental health within the student population.

Promote mental health services specifically tailored to the needs of International students.

### **Policy Development**

Contribute to the development of university wide policy and protocols in support of students with mental health difficulties; in consultation with the Disability Service Manager or Director of Student Affairs.

Keep up-to-date with changes in legislation, government policy and research in the area of mental health with particular, but not exclusive, regard to the implications for higher education institutions.

### **Liaison Activities**

Attend regular liaison meetings with the Disability Service, Counselling Service, other professional services and Schools/Colleges

Liaise with external agencies to support and encourage the development of local mental health provision to address changing needs of the student population and the appropriate matching and designation of specialist mental Health services.

Take the lead in the development of protocols and operating procedures with external agencies to maximise the accessibility of services to students and effective crisis response.

Develop and maintain local and national networks in the field of mental health support for HE.

Attend and contribute to Universities Mental Health Advisors Network (UMHAN) networking with colleagues in other HE institutions to share best practice and future planning.

### Administration

Complete administration necessary for the role and the requirements of the department; to include but not restricted to: detailed record keeping of all interactions with individual students to include appointments, notes, referral letters to services; extenuating circumstances and suspension requests, letters to Student Loan Company relating to DSA applications and requests for additional funding because of compelling personal circumstances, supportive letters with respect to release from accommodation requests.

To ensure that the Outlook diary is up to date at all times

Provide data and regular feedback to the Disability Service Manager.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

## ADDITIONAL INFORMATION

### Scope and dimensions of the role

The post will involve working flexibly, including the need to work at the request of the line manager “out of hours” either to deal with urgent crisis situations or occasionally for pre-arranged events such as Open Days. The post will involve working across all the University campuses.

### Key working relationships/networks

Internal	External
Students Director of Student Affairs Seniors within Student Services and the Student Support Centre All Student Service and Student Support Staff Staff from across Student Affairs Colleges and Schools Sessional Counsellors Academic Staff Accommodation	Crisis Team Early Interventions Team Single Point of Access (SPA) General Practitioners NHS services in Lincolnshire and nationally Voluntary Sector Services Student Finance England UHMAN National Network of Assessment Centres Disabled students allowance – quality audit group



**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

UNIVERSITY OF  
**LINCOLN**

<b>JOB TITLE</b>	Mental Health Advisor	<b>JOB NUMBER</b>	SS9007
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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
To degree level or equivalent	E	A
Post graduate specialist qualification in a related discipline	D	A
Qualified as either psychiatric social worker, nurse who specialises with working with people in the community with mental health, or occupational therapist	E	A,I
<b>Experience:</b>		
Significant experience of working within the mental health field.	E	A,I
Experience of responding proactively to crisis situations involving mental health issues.	E	A,I,R
Experience of working within Higher Education.	D	A,I
Experience of working within a team and on own initiative.	E	A,I,R
Experience of managing a varied case load	E	A,I,R
<b>Skills and Knowledge:</b>		
Knowledge of the Equality Act as it relates to Higher Education.	D	A,I
An understanding of the specific needs of students with Mental Health conditions in a higher education context.	E	A,I
Knowledge of the disability field, sufficient to undertake the generic responsibilities of the post.	D	A,I
<b>Competencies and Personal Attributes:</b>		
High level of interpersonal skills.	E	A,I,R
Ability to work under pressure, including working with large numbers of at risk and vulnerable students and to prioritise workload	E	A,I,R
Clear commitment to working to promote equal opportunities.	E	A,I
Written and oral communication skills appropriate to the post	E	A,I
<b>Business Requirements:</b>		
The post will involve working flexibly, including the need to work at the request of the line manager "out of hours" either to deal with urgent crisis situations or occasionally for pre-arranged events such as Open Days.	E	

**Essential Requirements** are those, without which, a candidate would not be able to do the job.  
**Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	JS	<b>HRBA</b>	CW
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