



## JOB DESCRIPTION

<b>Job Title:</b>	Mental Health Adviser / Specialist Mentor
<b>Department / Unit:</b>	Student Advisory & Wellbeing
<b>Grade:</b>	RHUL 7
<b>Hours:</b>	Full time (35 Hours) 9am to 5pm
<b>Reporting to:</b>	Head of Disability & Dyslexia Services
<b>Accountable for:</b>	None
<b>Purpose of the Post</b>	
<p>The Mental Health Adviser will work within the Disability &amp; Dyslexia Service and provide specialist advice, guidance and information to student with mental health difficulties; contributing to student retention and attainment through the delivery of services that support students' emotional and psychological wellbeing. The post holder will also provide specialist mentoring support to students in receipt of Disabled Students' Allowance.</p>	
<b>Key Tasks</b>	
<ul style="list-style-type: none"> <li>• Undertake one to one sessions with students either face to face, by phone or online</li> <li>• Register students with the Disability &amp; Dyslexia Service and advise on the range of reasonable adjustments and support available within the University.</li> <li>• Communicate reasonable adjustments to academic departments and professional services.</li> <li>• Provide ongoing support to students who are not eligible for Disabled Students' Allowance.</li> <li>• Provide interim support for students who are waiting for Disabled Students' Allowance.</li> <li>• Provide DSA specialist mentoring to a small student caseload (therefore must meet with mandatory qualifications for DSA-QAG).</li> <li>• Design and deliver training workshops for staff groups and student helpers on working with and/or teaching students with mental health conditions.</li> </ul>	

- Design and develop resources for students and for staff working with students with mental health conditions.
- Represent the Disability & Dyslexia Service at University events such as open days and applicant visit days (this may require occasional evening and weekend work).
- To liaise regularly with colleagues in the Disability and Dyslexia Services;
- Maintain confidential and accurate file notes.
- Work collaboratively with other support services within the University.
- Maintain professional boundaries.
- To keep abreast of developments across the sector and identify good practice in disability support in order to support future developments within the University.
- To be familiar with and building links with local services which can support students' mental health.
- To work with the Head of Disability & Dyslexia to develop policies and procedures for students with mental health conditions.
- Any other duties as required by the line manager or Head of Department that are commensurate with the grade;
- As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Colleagues in the Disability & Dyslexia Service and the wider Student Advisory and Wellbeing Team
- Academic Departments
- Other college service departments