

Inspired Minds

SUPPORT MANAGER JD

Inspired Minds

Who We Are

Inspired Minds is a faith based, voluntary mental health charity located in London that launched in 2014 with the aim to raise awareness, combat stigmas and provide professional, non-judgemental, confidential support to those with mental health illnesses. Although Inspired Minds works predominantly with those from an Islamic faith, we do not disregard any persons of differing backgrounds. Our initial research showed many Muslims found it difficult to seek help as they felt they would not be understood by someone who did not understand their faith or culture, thus they chose to remain quiet and not seek help. We are here to change this and cater for this need.

Our Vision

We are passionate to build a society where people experiencing mental health challenges can receive understanding, recognition and are empowered to live a fulfilling life.

Our Mission

We are a grassroots charity which aims to reduce stigma, raise awareness and provide advice, support and encouragement to those, in particular Muslims, affected by mental health problems from a faith and culturally sensitive perspective.

Our Values

Our core values form the foundation, beliefs and principles that lie at the heart of our organisation.

Islamic

We are inspired, anchored and guided by our faith, which illuminates why we do what we do.

Compassionate

We attend to the needs of every person with sensitivity, empathy and kindness.

Ambitious

We are determined to go the extra mile and make a lasting difference.

Respect

We treat one another with dignity, honesty and understanding; valuing differences and all contributions.

Excellence

We continuously learn, improve and strive to be the best in everything we do.

Support Manager JD

Job Title: Support Manager

Hours: Five hours p/w

Duration: Permanent

Salary: Voluntary

Purpose: The Support Manager will work with counsellors, clients and support workers to oversee and manage all cases Inspiired Minds receives ensuring all relevant procedures are followed.

Responsibilities

- Support clients in developing skills in any aspect (social, personal) via a variety of communication methods.
- Supervise or direct other workers who provide services to clients.
- Oversee all cases making sure all records are accurate and kept up to date.
- Lead the development of a 3 Tier Support Service.
- Ensure all due diligence is carried out with regards to services provided to clients.
- Conduct all tasks with regards to any and all relevant legislation, policies and procedures.
- Collaborate with other staff members to perform assessments or develop treatment plans.
- Support clients in developing skills in any aspect (social, personal) via a variety of communication methods.
- Support clients in emotional and psychological needs – ensuring each correspondence is recorded and monitored.
- Liaise with counsellors to develop care plans for the clients' best interest.
- Provide feedback of progress and updates of clients to the counsellor.
- Maintain a high degree of professionalism at all times.
- Maintain privacy and confidentiality rights of each client.

Team Work

- To ensure confidentiality and privacy are never breached.
- To attend and participate in meetings.
- To work respectfully and cooperatively with colleagues, taking on board suggestions and recommendations.
- To attend any training to progress in individual professional development.
- To participate and take on any further tasks in relation to the post, which may benefit Inspiired Minds.