



# HALE

Health Action Local Engagement  
Healthy Living Project

## JOB DESCRIPTION

<b>TITLE OF POST:</b>	<b>Eastern European speaking Community Connector</b>
<b>SALARY:</b>	<b>£20,021 pro rata (Based on 35 hrs) + 5% pension</b>
<b>HOURS:</b>	<b>14 hours a week -12 month fixed contract – possible extension, subject to funding.</b>
<b>RESPONSIBLE TO:</b>	<b>Community Connector Co-ordinator</b>
<b>JOB PURPOSE:</b>	<b>To support individual people to access community activities and to support peer support groups.</b>

### 1. JOB PURPOSE

- To work one to one with patients to improve their health, wellbeing and self care.
- To work in and take referrals from designated GP practices/ Primary Care Homes.
- To support and encourage patients to participate in activities in the community as a means to improving the persons health and reducing social isolation.
- To identify and work with the assets that exist in any given community

### 3. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

- i. To establish a productive working relationship with staff in designated GP practices
- ii. To take referrals from various health professionals and provide feedback
- iii. To arrange meetings with the person in their home or a mutually agreed place in order to identify the different kind of activities/services for the patient to engage with, as well as identifying other health needs that they can signpost on to resolve.
- iv. To work with existing community groups or to set up community health activities in the designated area of work.
- v. To attend a fortnightly team meeting for update and to discuss caseload
- vi. To undertake a risk assessment of the patient's home, in accordance with HALE's procedures
- vii. To reduce barriers to patient engagement in activities i.e. calling ahead to a group, to arrange appointments and transport and may also go with them to an activity or help orientation
- viii. To set goals to meet within a maximum of 6 visits to any one patient
- ix. To produce quarterly reports on work carried out
  - x. To identify 'hard to reach' groups and use creative and innovative ways to engage them in health promoting activities particularly ones that will support access into work working with them on a one to one basis as appropriate
- xi. To promote and publicise HALE activities.
- xii. To monitor and evaluate all work through HALE's monitoring procedures.
- xiii. To ensure the implementation of HALE's equal rights policies in all aspects of the work.
- xiv. To provide regular written/spoken reports and analysis of work to the Project Manager/Management Committee as required.
- xv. All staff will attend training and comply with Information Governance, data protection and confidentiality policies procedures and code of conduct.
- xvi. To be responsible for the health and safety of any volunteers and sessional staff.
- xvii. To actively participate in supervision.

- xviii. To demonstrate a commitment to continuing professional development and to attend mandatory training.
- xix. To carry out such other tasks as are required to meet the aims and objectives of the organisation and contribute to the smooth running of the office.

**4. COMMUNICATION & WORKING RELATIONSHIPS**

To work and communicate with communities, community groups, voluntary and statutory agencies operating in the HALE Project area and outside this area as is appropriate.

**5. SPECIAL WORKING CONDITIONS**

Travel around the Bradford and district area, work in a variety of settings, occasional transporting of resources for events and work unsocial hours evenings and weekends.

**6. REHABILITATION OF OFFENDERS ACT 1994**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by HALE. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

**7. JOB DESCRIPTION AGREEMENT**

**Jobholder’s Signature:** ..... **Date:**.....

**Manager’s Signature:** ..... **Date:**.....

**Person Specification for Community Connector (November 2018)**

	<b>Essential</b>	<b>Desirable</b>
The ability to communicate confidently with Eastern European speaking/ Roma service users	✓	
The ability to maintain an active caseload and keep accurate records	✓	
The ability to collect primary data for monitoring purposes	✓	
Good organisational, written and IT skills, such as word processing and maintaining databases.	✓	
Ability to communicate with a wide range of stake holders, including good social interaction and listening skills	✓	
To be able to work independently and part of team	✓	
To have an understanding of mild to moderate mental health problems	✓	
Good knowledge of information governance and ability to maintain confidentiality at all times, within any statutory guidance on safeguarding	✓	
Ability to liaise with health, social care professionals and VCS organisations in a confident, constructive and productive way	✓	
Be able to show initiative in finding out about a range of existing activities/ centres including volunteering and training for clients.	✓	
To have experience of delivering health promotion or self care awareness		✓
The ability to motivate, encouraging and supporting people to engage in community activities	✓	
To have behaviour change training such as making every contact count or motivational interviewing		✓
To have own transport	✓	
To be sensitive to the needs of individuals that are perceived as hard to reach	✓	
To have advocacy skills and work proactively to support vulnerable service users	✓	
The ability to speak fluent English	✓	
To be non judgmental and to take a positive approach to all people	✓	
To have basic first aid/ life support skills		✓
To be honest and have integrity		✓