

**HALE**

Health Action Local Engagement

*Healthy Living Charity***JOB DESCRIPTION**

TITLE OF POST:	Patient Engagement Development Worker
SALARY:	£ 21,585 per annum based on 35 hours week. Pro Rata, plus 5% Pension Contribution
This Role :	14 Hours (Annual remuneration of £8,634)
RESPONSIBLE TO:	Patient Engagement Coordinator
ACCOUNTABLE TO:	HALE CEO
JOB PURPOSE:	To support with the Patient Engagement and Involvement Function for Affinity Care Practices.

1. JOB PURPOSE

To provide support to increase effective patient engagement with the Affinity Care patient population to help inform future design and re-development of health service provision.

2. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

The Patient Engagement Co-ordinator will:

- Work with Affinity Care GP Practices and associated partners to support with effective engagement.
- Work collaboratively with the Affinity Care Leadership Team, Patient Council, PPGS, Practice Health Champions and wider patient groups to increase involvement of patients in services provided through Affinity Care G.P Practices
- Support and empower people to become informed about and involved in engagement activities.
- To work with key stakeholders to use a range of engagement tools including surveys, questionnaires and focus groups.
- Generate and collate relevant feedback on current and proposed Affinity Care services
- To offer administrative support to the Patient Council and associated patient groups.
- To work in partnership to promote self-care and wellbeing messages, news, health related information and other relevant communications (Newsletters, reports, publicity, social media etc.) across the Affinity Partnership



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- Collect and collate information demonstrating patient engagement across the Affinity Care patch.
- To attend and participate in team meetings relevant to this function
- To produce photographic and audio-visual content to complement and deliver health and other messages.
- Promote and support Affinity Care Partnership practices to utilise new self-care digital resources.
- To attend appropriate meetings as the HALE representative.
- To actively participate in HALE supervision and team meetings.
- Maintain confidentiality in line with HALE and Affinity Care’s Data Protection and Information Governance policies.
- Undertake other work commensurate with this post

3. COMMUNICATION & WORKING RELATIONSHIPS

To work and communicate with key stakeholders in the Affinity Care area including communities via community groups, voluntary and statutory agencies, public spaces and places within the Affinity Care area.

4. SPECIAL WORKING CONDITIONS

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

5. 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.

6. JOB DESCRIPTION AGREEMENT

Jobholder’s
Date:.....

Signature:.....

Project
Date:.....

Manager’s

Signature:.....



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Summary of the Job: To provide accessible information about health activities to the communities of Shipley constituency			
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> • A minimum of 2 A level passes or NVQ III or equivalent • A health, social or community work qualification 	<ul style="list-style-type: none"> • Health promotion qualification • 	Application form Certificates produced at interview
Specialist Knowledge / Experience	<ul style="list-style-type: none"> • A minimum of 2 years' experience of community health work full time or 3 years part time • Knowledge of the wider determinants of health, including social, economic and environmental factors • An understanding of community development approaches to health issues • Working with local residents to set up health initiatives • Working on own initiative and as part of a team • Working with children and young people • Practical experience of evaluating and monitoring own work • Ability to facilitate groups and give presentations • Experience of working with a diverse range of individuals, groups and organisations. • Working with difficult to engage groups 	<ul style="list-style-type: none"> • Experience of managing staff and volunteers including training • Developing and delivering courses • Able to contribute to the development of policies and strategies relating to community health and community development issues • Knowledge of Bradford area 	Application form Interview



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	<ul style="list-style-type: none">• Knowledge of current public health priorities and strategies, both locally and nationally• Knowledge of Affinity areas (including Shipley, Greengates, Thornton, Denholme Clayton, Wyke, Queensbury and Keighley).		
Circumstances / Personal	<ul style="list-style-type: none">• Ability to withstand pressures and prioritise competing demands	Knowledge of the Bradford District.	Application form Interview
Practical and Intellectual Skills/Ability	<ul style="list-style-type: none">• Excellent IT skills• A flair for presentation, with the ability to write clearly, concisely and effectively using plain English.• High level of organisational ability	Ability to speak a community language	Application form Interview Presentation Test
Disposition, Adjustment, Attitude	<ul style="list-style-type: none">• Flexible and enthusiastic• Ability to work both independently and as part of a team• Non-judgemental disposition		Interview
Physical/ Sensory	<ul style="list-style-type: none">• Able to travel around the Affinity area.• Ability to work with IT equipment, including keyboard, given reasonable adjustments.		Interview Application form