

**HALE**

Health Action Local Engagement

Healthy Living Charity

JOB DESCRIPTION

TITLE OF POST:	Community Connector
SALARY:	£22,183 pro rata + 5% pension
HOURS:	1x 16 hour post
RESPONSIBLE TO:	Community Connector Project Coordinator
JOB PURPOSE:	Social Prescribing - Supporting people with social, emotional and practical needs to improve their health and wellbeing.

1. JOB PURPOSE

- To work in and take referrals from designated GP practices/ Primary Care Networks and key Community based stakeholders.
- To develop person centred plans with clients with clear measureable outcomes using a personalised care approach.
- To deliver one to one support with people who have social, emotional or practical needs, to improve their health, wellbeing and self-care in a variety of settings.
- Support individuals to build networks of support for the routine matters of life, shopping, cooking, cleaning etc.
- To support and encourage clients to participate in activities in the community as a means to improving their health and reducing social isolation.
- Supporting clients to access appropriate services and support in the community to help meet their needs.
- To identify gaps in service provision, community activities and groups and feed-back to HALE.
- 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 relationships with staff in designated GP practices and with key stakeholders.
- ii. To take referrals from various health professionals and key stakeholders and provide regular written feedback on interventions provided and outcomes achieved.
- iii. To meet with clients in GP practice/ Community settings as agreed.
- iv. To arrange meetings with clients in their home or a mutually agreed place where required.
- v. To work with clients to identify/ access appropriate activities/services to meet the client's needs/ interests, considering a holistic approach to address all health and wellbeing needs.
- vi. To support individuals with complex needs to identify appropriate support/ services following appropriate safeguarding policies where relevant.
- vii. To work with existing community groups and identify where gaps in services exist.
- viii. To identify 'hard to reach' groups and use creative and innovative ways to engage them in health promoting activities.
- ix. To attend regular team meetings for updates and to discuss caseloads.
- x. To undertake a risk assessment of the patient's home, in accordance with HALE's procedures
- xi. 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

- xii. To produce quarterly reports on work carried out
- xiii. To promote and publicise HALE activities.
- xiv. To monitor and evaluate all work through HALE's monitoring procedures.
- xv. To ensure the implementation of HALE's equal rights policies in all aspects of the work.
- xvi. To provide regular written/spoken reports and analysis of work to the Project Manager/Management Committee as required.
- xvii. All staff will attend training and comply with Information Governance, data protection and confidentiality policies procedures and code of conduct.
- xviii. To adhere to lone working policies and manage own personal safety using HALE policies.
- xix. To actively participate in supervision.
- xx. To demonstrate a commitment to continuing professional development and to attend mandatory training.
- xxi. 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 service users/ resources for events and work occasional unsocial hours evenings and weekends where required.

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 (February 2020)

	Essential	Desirable
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 plus, the ability to speak another languages such as Arabic, Polish, Slovakian, Urdu, Punjabi. This is key component of our work but good candidates without languages will not be excluded.	✓	
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	✓	