

**HALE**Health Action Local Engagement  
Healthy Living Charity**JOB DESCRIPTION**

<b>TITLE OF POST:</b>	<b>Social Prescriber</b>
<b>SALARY:</b>	<b>£26,421 pro rata (based on 35hrs) starting salary plus 5% pension</b>
<b>HOURS:</b>	<b>28 hours post (part time and job share will be considered)</b>
<b>RESPONSIBLE TO:</b>	<b>SP Team Lead</b>
<b>JOB PURPOSE:</b>	<b>Social Prescribing - Supporting people with social, emotional and practical needs to improve their health and wellbeing.</b>

**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 measurable 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.
- 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. Providing support to clients in GP practice-based clinics sessions and remote/community settings.
- ii. To establish a productive working relationship with staff in designated GP practices and with key stakeholders.
- iii. To take referrals and worklists from various health professionals and key stakeholders and provide regular written feedback on interventions provided and outcomes achieved.
- 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 attend regular team meetings for updates and to discuss caseloads.
- ix. To undertake a risk assessment of the patient's home, in accordance with HALE's procedures
- x. 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
- xi. To produce quarterly reports on work carried out
- xii. To promote and publicise HALE activities.
- xiii. To monitor and evaluate all work through HALE's monitoring procedures.
- xiv. To ensure the implementation of HALE's equal rights policies in all aspects of the work.

- xv. To provide regular written/spoken reports and analysis of work to the Project Manager/Management Committee as required.
- xvi. All staff will attend training and comply with Information Governance, data protection and confidentiality policies procedures and code of conduct.
- xvii. To adhere to lone working policies and manage own personal safety using HALE policies.
- xviii. To actively participate in supervision.
- xix. To demonstrate a commitment to continuing professional development and to attend mandatory training.
- xx. 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 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 (February 2020)**

	Essential	Desirable
The ability to maintain an active caseload and keep accurate records	✓	
The ability to collect primary data for monitoring purposes	✓	
Experience of using SystmOne, MyMup, Digital, or similar systems. Experience of Microsoft office including word and Excel Spreadsheets		✓
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, Urdu and Punjabi to a high standard. Work to be undertaken with both English and Urdu/ Punjabi patients		✓
To be non-judgmental and to take a positive approach to all people	✓	