



Sefton CVS
Supporting Local Communities

JOB DESCRIPTION

Job Title: Senior Health & Wellbeing Trainer

Salary: £25,213.68 full time

Location: Hybrid working between home, Sefton CVS Burlington House, community visits.

Responsible to: Reablement Coordinator

Job Purpose:

Sefton CVS in partnership with NHS Sefton delivers the Health and Wellbeing Reablement Service which support adults and older citizens to remain independent within the community. The focus of reablement is on helping people “to do for themselves” in their own home rather than “doing it for” them. Reablement is about supporting older citizens to achieve maximum independence and regain the skills and confidence they may have lost as a result of poor health or as a consequence of having spent a period of time in hospital or residential care.

The post holder will have a proven track record of working with NHS colleagues in the delivery of reablement and / or health and social care services and a sound knowledge and understanding of service provision for adults and older citizens in the public, private and voluntary, community and faith sector. They will also have a good knowledge of social care provision and reablement; providing strong support to the wider team.

Our expectations of the Senior Health & Wellbeing Trainer are that they will hold a caseload of clients and be a great negotiator, highly self-aware with strong emotional agility, are open and can adapt to situations with a focus on supporting positive behaviour change. The Senior post holder will also support the Health & Wellbeing Reablement Service, developing relationships with external partners, including commissioners, and will provide on the job support to new staff including EMIS training.



Main Duties and Responsibilities:

1. To support the effective triage of referrals via EMIS, monitor caseloads and conduct 6 weekly case management meetings.
2. To support performance management of the service; data collection, monitoring forms and contributing to monthly and quarterly reporting as required by the commissioners.
3. To ensure the provision of accurate information about the Health & Wellbeing Reablement Service is available for service users, carers and health professionals.
4. To work in partnership with the 4 localities of the Integrated Care Team, the health professionals and other stakeholders to support the delivery of the reablement service and support the prevention of re-admissions back into hospital.
5. To Deputise when needed and attend the various operational and quality groups within the ICT/PCN to look at practical solutions to support the development of the service in its wider context.
6. To attend mandatory training courses.
7. Undertake other duties as may be reasonably required within the general terms of the job description.

General

You will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

You will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.



Confidentiality

You must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Equality, Diversity and Inclusion

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

We actively encourage and welcome applications from everyone, including people who are underrepresented in our organisation. The more diverse our workforce, the better we represent and can deliver for our communities.

Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.



Sefton CVS actively encourage and welcome people from LGBTIQA+ communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.



How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.

PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

REQUIREMENTS	E/D	
QUALIFICATIONS/SPECIAL TRAINING		
<ul style="list-style-type: none"> Educated to NVQ Level 3 in health care or equivalent in a relevant field. 	D	Application
<ul style="list-style-type: none"> Evidence of continued professional development appropriate to the role, in a caring profession or counselling 	E	Application/Interview
KNOWLEDGE/SKILLS		
<ul style="list-style-type: none"> Able to demonstrate a commitment to and understanding of confidentiality in relation to the post, including an understanding of GDPR requirements. 	E	Application/Interview
<ul style="list-style-type: none"> Ability to prioritise and organise own work load. 	E	Application/Interview
<ul style="list-style-type: none"> Ability to evaluate and implement appropriate service developments with support from managers. 	E	Application/Interview
<ul style="list-style-type: none"> Excellent communication and interpersonal skills. 	E	Application/Interview
<ul style="list-style-type: none"> Ability to work independently, under pressure with flexibility. 	E	Application/Interview
<ul style="list-style-type: none"> Excellent team working skills. 	E	Application/Interview
<ul style="list-style-type: none"> A clear understanding of the principles of health improvement and behaviour change. 	D	Application/Interview
<ul style="list-style-type: none"> Willing to work flexibly outside normal working hours to meet the needs of the service. 	E	Application/Interview

EXPERIENCE		
<ul style="list-style-type: none"> Extensive experience of working with challenging, client groups, e.g. mental health service users, those with substance misuse problems, people with learning difficulties etc. 	E	Application/Interview
<ul style="list-style-type: none"> Experience of managing and prioritising a case load of clients with competing demands. 	E	Application/Interview
<ul style="list-style-type: none"> Experience of managing an outreach caseload. 	D	Application/Interview
<ul style="list-style-type: none"> Experience of managing and using databases, developing presentation materials & reports. 	D	Application/Interview
PERSONAL REQUIREMENTS		
<ul style="list-style-type: none"> Self-motivated and resilient 	E	Application/Interview
<ul style="list-style-type: none"> High levels of emotional intelligence 	E	Application/ Interview
<ul style="list-style-type: none"> Full drivers license and use of a vehicle for work or equivalent mobility 	D	Application

Common Requirements that are essential for all Sefton CVS posts

Personal Skills

- High levels of emotional intelligence.
- Ability to use own initiative.
- Self-motivated and resilient.

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.



Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- Fully IT literate; to be able to use Microsoft Office software such as Outlook, Zoom, Word and Excel independently and effectively.

Equal Opportunities

- To be committed to and understand equality, inclusion and diversity practice and implementation in the workplace.