



Sefton CVS

Supporting Local Communities

JOB DESCRIPTION

Job Title: Outreach & Intervention Worker
Salary: £27,490.71 – Full Time
Term: Fixed term until March 2027 initially
Location: Hybrid working
Hours: 35 Hours per week
Responsible to: Health Programmes Manager

Job Purpose:

Sefton CVS in partnership with Cheshire & Merseyside ‘Health and Care Board’ are delivering a project working directly with Sefton residents who are regularly attending A&E, calling 999 and being admitted to hospital. This service has been expanded to include supporting those with serious mental illness, and those requiring support within a 48-hour response who will be referred by different pathways.

Using a very human and 1:1 coaching approach, a team of ‘Outreach & Intervention Workers’ will work with this client group to find out any underlying social or emotional reasons they attend A&E as well as other services, and find ways forward. The ultimate outcome is for this client group to feel better supported and reduce health inequalities. The natural by-product of concentrating on people and what they need, is a reduction in the number of emergency ambulance calls and unscheduled care interactions.

Our expectations of the ‘Outreach & Intervention Worker’ is that they will be a great listener and negotiator, highly self-aware with strong emotional agility, can connect with any individual despite their complexities and challenges in life; are open and can adapt to situations with a focus on supporting positive behaviour change.

This role follows a hybrid working model, with a team peer support day on Fridays. Employees are expected to be onsite at Burlington House that day unless otherwise arranged. Hybrid working allows flexibility for remote work as well as the outreach element of the work, providing face to face support to clients on your caseload which could include home visits or support in the community.



Attributes

The post holder must demonstrate the following behaviours:

- Provide support with a view to improving quality of care
- Provide appropriate and constructive challenge to tackle stigma
- Create a culture that looks for understanding and solutions
- Visibly and positively respect and value the sector and staff
- Communicate a consistent and clear message to all
- Respect, listen to and value others views
- Maintain a client focus with a relentless pursuit of excellent outcomes
- Have collective integrity and responsibility
- Endeavour to improve outcomes for the communities of Sefton
- React quickly and flexible with a range of services
- Can support a person to set goals and celebrate all achievements no matter how small

Main Duties and Responsibilities:

1. To support those frequently attending A&E and empower individuals to problem solve issues in their life in order to support a reduced use of emergency and urgent care services and increase self-care.
2. To develop a care plan which is bespoke to the individual person and using behaviour change techniques, and SMART targets, support people to address the identified needs and address those issues that are contributing to inappropriate care seeking behaviours
3. To manage a complex caseload of HIU clients and REDI clients; respond to referrals in a timely manner and discharge clients when they are flourishing.



4. Attend a range of MDTs relevant to the clients on your caseload. These can include frequent attender MDTs led by the hospital; Alcohol MDTs; CMHT MDTs, Complex Lives MDTs.
5. Be responsible for the smooth pathways between the High Intensity Use project, other Sefton CVS projects and other community providers brokering access to a wide range of step-down services to support individuals to continue to flourish and improve their health and wellbeing.
6. Be responsible for accurate data inputting onto the identified IT system ensuring compliance with information governance.
7. Attend mandatory training to fulfil the role and undertake personal and professional development.
8. Contribute to the evaluation of the service, collate and input timely data and suggest/implement service improvements.
9. To be accountable for ensuring that all records, including work diary, are maintained in accordance with Sefton CVS's Records Management and Information Governance policies.
10. To be accountable for ensuring personal compliance with all Sefton CVS's policy and procedures including safeguarding children and adults and health and safety alerting the line manager of any issues or concerns in relation to delivery of the service.
11. To contribute towards performance and quality improvement reports as required by Sefton CVS and the Commissioners.
12. Undertake other duties as may be reasonably required within the general terms of the job description.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills. The post-holder 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

The post-holder 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.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equal Opportunities

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

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.



Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Navajo Charter Mark (LGBTQIA+)



Sefton CVS is committed to being a Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQIA+) friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTQIA+ people within our communities.

Sefton CVS actively welcome people from LGBTQIA+ 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.

Living Wage Employer



Sefton CVS is now an accredited Living Wage Employer. This means that every member of staff working for Sefton CVS will earn a real Living Wage.



The real Living Wage is higher than the government's minimum, or National Living Wage, and is an independently calculated hourly rate of pay that is based on the actual cost of living. It is calculated each year and is announced by the Living Wage Foundation as part of Living Wage Week.

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. • Willing to work flexibly outside normal working hours to meet the needs of the service. 	D	Application/Interview
	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 for all Sefton CVS posts

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

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

Equal Opportunities

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

Voluntary Sector

- To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.