



# Sefton CVS

Supporting Local Communities

## JOB DESCRIPTION

<b>Job Title:</b>	Health & Wellbeing Trainer
<b>Salary:</b>	£19,583.20, (FTE of £24,479)
<b>Location:</b>	Sefton CVS, Burlington House, Waterloo
<b>Hours:</b>	28 hours per week
<b>Term:</b>	Fixed term until March 2027 initially
<b>Accountable to:</b>	Health Programmes Manager

### Job Purpose

- To work with people with low level reablement needs, in a given locality, to enable them to live more independently.
- To identify facilities and organisations throughout Sefton that deliver services to aid independent living and improve health and wellbeing.
- Encourage and promote independent living via partnership working with cross sector agencies.
- Utilise existing Sefton Reablement Services, including Information and Signposting Officer, reporting to the Reablement Co-ordinator

### Main Duties & Responsibilities

1. To develop effective working relationships with the ICB, Merseycare, Community Health Staff, Sefton MBC and other statutory and voluntary sector organisations.
2. To be responsible for attending appropriate meetings, such as regular MDT, District Nurse Huddles; raising referrals at these meetings on behalf of the team. Ensuring that relevant information is fed through to the appropriate team members.
3. Identify agreed goals and targets with individuals developing 6-12 week behavioural change:
  - Enable patients to understand the lifestyle changes required to increase self-care
  - Empowering patients to have more confidence in dealing with their long-term condition(s)

- Using patients' services more appropriately (thus reducing 999, A&E, urgent care etc)
  - Assist the clinical staff in educating and coaching patients co-productively, to manage their health conditions more effectively.
4. To take referrals from relevant organisations via EMIS
  5. To work closely with clinical and non-clinical staff to effectively manage caseload
  6. Provide co-productive written care plans for the patient, based on agreed goals
  7. To alert appropriate professionals to any issues or concerns in caseloads who may need medical attention or at risk of admission/readmission into hospital.
  8. Ensure that all on each caseload has undertaken a benefits check.
  9. Contribute to monthly reports for Sefton CVS and quarterly reports for the Commissioners and any other relevant partners
  10. Ensure that up to date records are maintained as per policy and procedure
  11. The post holder will be expected to attend training courses and conferences as required.
  12. Ensure that skills and knowledge are up to date and develop where/when necessary.
  13. Assist the Health Programmes Manager and Senior Health & Wellbeing Trainer to identify trends and/or gaps in practice and in provision and utilise the Sefton CVS Insight Tool.
  14. Establish and maintain good lines of communication with services and facilities within the relevant location.
  15. Provide accurate, reliable and up to date information which is relevant to both individuals and services
  16. 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 to comply with employment legislation.

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Employer**



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.

## **Annual Leave & Public Holidays**

The annual leave entitlement is 26 days (29 days after 5 years) plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period.

**Employee benefits include;** Health and Wellbeing package, Income Protection and Life Assurance.

## **Equal Opportunities**

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

## **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.

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Sefton CVS actively encourage and welcome people from LGBTIQ+ 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 Accreditation**

In 2022, Sefton CVS were accredited as a Living Wage Employer in recognition of our commitment to ensure that all staff receive a Real Living Wage.



### **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.

### Specific Requirements to this post

- Experience of working with local people either in a community setting or social care setting.
- Experience of developing working relationships with a range of health or social care professionals.
- Experience of undertaking needs analysis and presenting solution-based reports.
- Understanding of the term 'reablement'.
- Understanding and commitment to an asset-based approach to community development.
- Understanding and willingness to adopt a person centered approach.
- Ability to work independently with minimal supervision.
- Well organised and methodical in the management of information.
- Excellent communication, interpersonal, ICT and written skills.

### Desirable Requirements to this post

- Community development / health and social care qualification or equivalent.
- Access to private transport.

### 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.