

**JOB DESCRIPTION**

**Job Title: Community Development Project Worker**

**Accountable to:** Frome Medical Practice

**Reports to**: HCM Service Lead

**Annual Salary**: £21,250

**Hours**: 37.5 hours a week. Fixed term for one year.

**The Project:**

Health Connections Mendip helps members of the community access support to better self-manage their health and wellbeing and long term health conditions. The service does this in a number of ways:

* Creating a database of support in the community
* Providing a phone service to signpost patients to support
* Identifying gaps in service provision
* Supporting individuals and groups to fill these gaps in service provision
* Supporting groups before they become self-sustaining.
* Supporting support organisations and services to network and work together
* Setting up information-giving events
* Supporting and training members of the community to become Community Connectors.
* Working with individuals in the most appropriate way for the individual; this might be one-to-one in GP practices, in the community, on the phone, in hospitals, care homes or in patients’ homes. Focussing on What is Important to the patient and supporting them to set goals or access the support that they want.
* Working with groups to support people to better self-manage their health and wellbeing by providing self-management courses, group education sessions and peer support groups.
* Working with complex patients, their families and support network who are highlighted through MDT meetings.

**Job Purpose:**

The Community Development Project Worker will work as part of the Health Connections Mendip Service which operates across Mendip. The service is ever changing so we are a can do, flexible and resilient team. The role may be based in any of the Mendip offices. The post holder may need to work in different offices on different days of the week.

This role will be to create a volunteer arm to the service, lead on the Community Connector training, provide other training as the service develops, be in charge of the Information Area at Frome Medical Practice, run groups, promote community groups/services and cover for Area Leads and other team members when necessary.

The post holder will also work with the service to utilise untapped community resources, support the facilitation of self- help groups and other innovative approaches to enable people to better manage their own care.

**MAIN DUTIES AND RESPONSIBILITIES**

* To create and maintain the volunteer arm of the service.
* To develop volunteer policies and procedures.
* To recruit, train, manage and support volunteers who will be at the Information Areas and also help support regular groups.
* To lead on the well-established Community Connector training. To train a minimum of 200 new Community Connectors.
* To explore the possibility of online Community Connector training.
* To be responsible for the Information Area at Frome Medical practice. This includes ordering healthy lifestyles materials, creating a rota of volunteers to host the area and inviting local organisations to host the area.
* Staff the Information Area when there are no volunteers.
* Signpost patients to support in the community both face to face, on the phone and by email.
* Have strong links with the voluntary sector, supporting the voluntary and statutory sector to network and improve partnership working.
* Keep the HCM website information up to date. Promote the directory and the peer support service within the locality, both for users and clinicians.
* Run regular HCM groups eg Talking Cafes.
* Take part in awareness raising events for services that help support people to improve their health and wellbeing, and those services that support people to self-manage.
* Take part in networking events for service providers.
* Disseminate marketing materials to a wide range of audiences.
* Promote the service and Mendip wide groups/services via social media, newsletters, and bulletins and through thewebsite.

**Mendip wide area/team responsibilities**

* Ensure that all audit and reports are undertaken as requested by the Service Lead.
* Contribute to quarterly monitoring reports to the CCG and other interested parties as required.
* Feedback any identified unmet community needs to the Service Lead.
* Feedback any identified training needs to the Service Lead.
* Act as a resource/support for other team members.
* Contribute to the dissemination of learning gained and sharing good practice.
* Travel across Mendip to support the team as needed.

**All post holders are expected to:**

* Demonstrate excellent organisational skills and keen attention to detail.
* Be flexible and solution focused when change is required in all aspects of the service.
* Be aware that the service changes and adapts according to needs and this requires a high degree of flexibility and a can-do attitude.
* The role requires the post holder to work well under pressure and deal well with situations that might be challenging and stressful.
* Attend training, external meetings and team meetings.
* Enable others to promote equality and diversity in a non-discriminatory culture
* Assist patients from marginalised groups to access quality care.
* Act as a role model in good practice relating to equality and diversity.
* Adhere to practice policies and procedures (e.g. Health and safety).
* Familiarise themselves with the practice staff handbook.
* Maintain personal and professional development in order to maintain their skill levels and participate in the appraisal process and any training and development that is recognised and agreed with the line manager.
* Respect the confidentiality of patients and colleagues and the practice as a whole. All staff are expected to adhere to the Data Protection Act 1998.
* Respect and adhere to corporate and clinical governance principles.
* Work within the operating hours of their base and the service. Some evening and weekend work may be required.

**Health & Safety**

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to and that any hazards are reported to the appropriate officer immediately.

**All post holders are expected to:**

* Adhere to practice policies and procedures
* Promote Equality and Diversity in a non-discriminatory way.
* Adhere to the Data Protection Regulations, respecting confidentiality of patients and colleagues and the practice as a whole.
* Maintain personal and professional development in order to maintain their skill levels, participate in the appraisal process and any training and development that is recognised and agreed with Line Manager.
* Respect and adhere to corporate and clinical governance principles.
* Undertake a Disclosure and Barring Service (DBS) – criminal records and barring list checks
* Adapt to any changes made to the organisation structure/delivery of service
* Work within the operating hours of the practice.
* Work as an integral part of the whole practice team
* Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

This job description is neither definitive nor exhaustive, and may be reviewed in the light of changing circumstances at a personal or organisational level. Any changes will be made in consultation with the post holder through the appraisal and review process.

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 the Practice. 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.

**Person Specification:** Community Development Project Worker

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| Knowledge and experience | Excellent project management skills and experience.Community Development experience.Knowledge of needs of patients with long-term health conditionsExperience of working with people from a wide range of backgrounds.Group facilitation skills and experience.Experience of providing training to groups and individuals.  | Recruiting, training and managing volunteers.Ability to identify wider determinants of health in the local areaKnowledge of public health issues in the local areaAwareness of local and national health policyKnowledge and experience of working with people one-to-one using behaviour change, motivational interviewing and goal settingWordpress experience.Experience of working with groups. |
| Skills | Excellent communication skills both verbal and non-verbal, 1:1 and with groupsExcellent organisation and time management skills, with the ability to manage own workloadAbility to juggle competing priorities, in order to complete work to a high standard, and plan ahead to achieve targetsAbility to work flexibly with different teams and aloneAbility to communicate with other team members in a positive and constructive manner.Ability to work well under stress. This might be due to working with patients’ situations or to do with service needsAbility to use your own initiativeGets on well with people at all levelsNegotiation and conflict management skillsExcellent literacy and numeracy skillsComputer literacy, including developed skills in using Microsoft Office applications.Flexibility EnthusiasmTeam PlayerA good eye for detail  | Experience of supporting patients to change their lifestyle and to support those with long term health conditions to move towards self-management |
| Qualifications | 5 GCSEs at A-C or equivalent including English and Maths | Project Management eg Agile, Prince 2 or equivalentDegree qualification in relevant area (or equivalent work experience). |
| Other | Ability to travel across Mendip in a timely manner.Ability to start the working day at any of the Mendip offices. Positive role model |  |