

Job Title – Staying Well Worker			
Responsible to:	Staying Well Manager	Salary Payscale: £26,045.36	Fixed term for 12 months  (with the possibility to extend)
Hours:	37	Location:	To work in communities across either North Halifax or Lower Valley.  Team base is the Neighbourhood Office at Kevin Pearce Children's Centre
Date: Job Description updated Oct 2022		By who: Community Programmes Manager	

## Purpose of post

To work with individuals and communities to address issues of loneliness, isolation and general wellbeing. This can include supporting local people in navigating health and social care and other services, engage in their local communities and to design and develop activities to support health and wellbeing.

## Main duties and responsibilities

1. Help adults across the borough – and particularly those who are vulnerable and isolated – find their own outcomes and take action to meet them through signposting to; referral to; navigation of appropriate local public, private or voluntary resources and services.
2. Research and record activity providers and resources throughout Calderdale, developing and maintaining partnerships and close working relationships with appropriate voluntary groups, statutory agencies, and service providers.
3. Collaborate with community anchor organisations and Calderdale Council and other partners to support existing community provision, particularly those groups supporting the health and wellbeing agenda, to further develop their provision to meet local need.
4. Work closely with, and support the maintenance of the local Staying Well Delivery Groups, networks and forums, taking a lead role in identified neighbourhoods
5. Effectively generate and manage a caseload of referrals from a variety of sources with an all age (adult), all condition client groups.
6. Based on identified needs and gaps in provision, work with community organisations to develop existing local resources and support those groups to become self-sustaining.

7. Work closely with those able to identify and provide referrals of adults whose needs will most greatly benefit from socially inclusive activities.
8. Promote volunteering within the community, and work with existing agencies to signpost volunteers.
9. Maintain appropriate records, including relevant databases, and to ensure that information is organised and evaluated effectively.
10. Use IT to assist in the planning and delivery of the service and the provision of management information.
11. Work closely with the wider Neighbourhood team, community anchor organisations, Social Care teams, Health and service providers to ensure that the overall aims and objectives of the Staying Well project are met

***Any other duties and responsibilities appropriate and relevant to the post, including:***

1. To ensure that North Halifax Partnerships Equal Opportunities policies are proactively implemented so as to promote inclusion, equality and valuing diversity throughout all aspects of the centre.
2. To perform the duties specified and other duties as required from time to time under the guidance of Senior Management.
3. To have a clear understanding of safeguarding policies and procedures and to act appropriately should areas of concern arise, in line with the North Halifax Partnership (NHP) policies and procedures.

## PERSON SPECIFICATION

***North Halifax Partnership Ltd is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. A disclosure and barring service check is undertaken for all staff – a caution or conviction does not automatically prevent an offer of a job and any issue may be discussed with a prospective employee.***

<b>POST TITLE:</b>		Staying Well Worker
<b>Criteria No</b>	<b>Attributes</b>	<b>Criteria</b>
	<b>Relevant Experience</b>	<u>Essential</u>  Experience of working 1:1 with vulnerable people. Experience of working with a variety of stakeholders and partners  Proven ability to use IT packages including Access databases  Experience of community development and engagement
		<u>Desirable</u>  Experience of working with individuals and communities to address issues of loneliness and isolation
	<b>Education, qualifications and Training Attainments</b>	<u>Essential</u>  GCSE (c or above) in English and Maths or the ability to demonstrate can work to this level  Hold a full UK driving and have access to a vehicle for work purpose  Willingness to undertake relevant training

		<p><u>Desirable</u></p> <p>Degree in a subject related to health and wellbeing</p>
	<p><b>General and Special Knowledge /Ability</b></p>	<p><u>Essential</u></p> <p>Knowledge of safeguarding processes</p> <p>Skills in working with voluntary and community groups – developing activities and building capacity</p> <p>Excellent communication and interpersonal skills; the ability to enthuse, persuade, negotiate and influence in the spoken word and in writing.</p> <p>Awareness of issues that might face vulnerable people in the community.</p> <p>Strong customer focus and ability to communicate with a broad range of people at all levels.</p> <p>Excellent time management of own timetable, including flexibility to meet team priorities and the management of a caseload</p> <p>Self-motivated to work without close supervision</p> <p>An understanding of equality and diversity issues within a diverse and multicultural environment with a commitment to tackling discriminatory practices.</p> <hr/> <p><u>Desirable</u></p> <p>Knowledge and understanding of the impact of loneliness and isolation</p> <p>Willingness and ability to work outside normal office hours, including evenings and occasionally at weekends</p>