

JOB DESCRIPTION

POST:	Health Trainer Project Manager
SALARY :	£30,000 inclusive for 36 hours (pro-rata for part-time)
HOURS:	26 hours per week
HOLIDAYS:	34 days including bank holiday (pro-rata for part-time)
REPORTING TO:	Chief Executive

JOB SUMMARY:

- This post will adhere to local and national policy. This will be done by engaging with and supporting residents in making healthy lifestyle choices, in the context of their own local communities. To raise awareness of the benefits of good health and to give practical support to help people improve their knowledge, skills and confidence in improving their lifestyles. This post will focus on challenging communities that have a poorer health status than the rest of the local population. Health Trainers will have a broad spectrum of knowledge; in order to raise awareness they will employ a wide range of public health skills in order to engage and motivate clients. This post will work closely with the Peer Support Co-ordinator of the “Get Healthy, Get Active” project at Mind in Bexley.

Main duties and responsibilities

- To manage a small team of health trainers (paid staff) and health trainer champions (volunteers) delivering the service to Bexley residents
- To monitor uptake of service to ensure targets are met
- To maintain statistical data to be used to create reports to be used internally and for funders
- To attend contract monitoring meetings with funders
- To identify and engage effectively with members of the community from a range of backgrounds, abilities and ages, to effectively convey key health messages.
- To identify communities experiencing high levels of health inequalities.
- To support clients to recognise and change their current lifestyle, using creative ways of addressing negative behaviours.
- To be aware of and sensitive to barriers to adopting a healthier lifestyle such as affordability, accessibility and life circumstances.
- Organise and manage sessions to identify and engage with individuals and groups to raise awareness, e.g. smoking cessation and diet.
- Enable clients to develop an 'action plan' of realistic behavioural change and sustain those changes, leading to more healthy choices and actions
- To maintain a high level of confidentiality in all aspects of work

- To maintain accurate information systems of records and activities, complete data sheets and explore trends and formulate strategies with line manager.
- To manage clients who may have emotional episodes in a tactful and supportive manner.
- To refer clients who have more complex needs into voluntary and health services.
- To take immediate action, in line with existing policies and procedures, when faced with a high risk client situation.
- Identify health and social care resources and signpost/facilitate access (e.g. to healthy activities or health service provision)
- Work to collect information as part of the local evaluation and contributes to national research work.

Communication and relationship skills

- Demonstrate excellent customer care skills as a role model to others
- To communicate with a wide range of people at all levels.
- To have excellent verbal skills, speaking to clients on the telephone and face to face, and have good writing skills
- Communicate accurately with individuals and groups on a range of health and wellbeing topics
- Works with strategic partners and others involved in the health improvement agenda
- Maintain excellent communication with clients on their health plan and support progress as appropriate
- Demonstrate a variety of communication methods for clients who may have additional needs
- Record and monitor relevant client data ,

Education and Training

- A commitment to personal development through training and capacity building.
- Maintain a personal development plan and an annual programme of learning and development using a personal portfolio which ensures best practice
- Participate in individual performance review on an annual basis
- Keep up to date with policies, procedures and protocols relating to the client group / organisation and relevant practice

Administrative and Information technology

- Use information technology to support the health trainers process for the benefit of the service users through the recording of relevant data
- Record activity and interventions in a timely manner, whilst acting on this information as necessary

Clinical Governance

- Identify risk issues that impact on the client's health or social care needs

- Take appropriate action to the significance of the risk and consistent with protection procedures, applying child or adult protection procedures, following lone worker procedure
- Demonstrate effective team working inclusive of all relevant professionals
- Report all accidents / incidents, and all ill health, failings in equipment and / or environment to line managers.
- Contribute towards audit and data collection as required

Other duties and responsibilities

- Develop good partnership working with existing groups to identify and engage with individuals with health issues. Start appropriate groups (if necessary) to identify and engage with individuals with health issues.
- Plan work to meet the health improvement objectives of the Public Health team and Health Trainer Programme within an agreed timescale, managing own time and resources and prioritising workload in liaison with manager.
- Attend and participate in staff meetings, training, development reviews .
- AS part of a team strive for excellence, identifying ways to improve services.
- Identify, assess and manage risks.
- Actively promote equal opportunities, challenge oppressive behaviour and ensure service provided is equitable.

Additional qualities and skills

- Restricted by the nature of the job and the layout of the room – to have a flexible approach .
- A reasonable level of fitness able to manage some lifting and handling
- Driving , Keyboard and use of training equipment
- Ability to Manage stressed clients with complex needs. The postholder will at times face distressing circumstances and emotionally demanding situations, There can be frustration when clients do not accept or action health plans.

Other

Other work and general duties as delegated within the overall purview of the post.

This job description reflects the current main organisational priorities for the post. In the context of any potential changes, these priorities will develop and change in consultation with the post holder in line with service business needs and priorities.