

**Developing Health & Independence**

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| JOB DESCRIPTION | |
| **Job Title:** | Social Prescriber |
| **NJC Scale Point:** | NJC Pt 20, pro rata for part time roles. |
| Hours: | 30 hours per week and such additional hours as required by the business from time to time.  These could be worked flexibly and might include some evenings and early mornings to meet service demand.  Flexible working may be available subject to the requirements of the service, the business and operational management. |
| **Annual Leave:** | 26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days) pro rata. |
| **Location:** | University Medical Centre and Pulteney Practice. Occasional presence at other venues might be required for meetings, training and events including The Community Wellbeing Hub at Peasedown St John. |
| **Pension:** | Contributory pension scheme (employer’s contribution 7% to a minimum 3% contribution from employee). |
| **Accountable to:** | Social Prescribing Service Manager |
| **Accountable for:** | Volunteers |

#### Principal Purpose of the Job

Primarily based within GPs practices and working as part of primary care multi-disciplinary teams (MDTS), social prescribers enable people to manage and improve their health, wellbeing and resilience by connecting them into community services, groups, activities and other pursuits following a number of in-depth conversations and comprehensive assessment.

The successful candidate will deliver a service at Pulteney Practice and University Medical Centre, the last in one with 90% University students on their patient list. There is a higher than usual number of patients presenting with Mental Health needs in this practice.

**Key Responsibilities**

1. Use solution-focused techniques such a motivational interviewing to give people the time and space to identify “what matters most to me” and to consider the impact of wider issues such as debt and poor housing on their health and wellbeing.
2. Work with the person to coproduce a simple and bespoke action plan, which is tailored to their priorities, interests and motivations and is designed to overcome any barriers to success.
3. Maintain excellent community knowledge and undertake research to identify the best services, groups, activities and other pursuits for a person’s specific needs and goals. Encourage people to take independent steps to improve their wellbeing.
4. Supervise a small team of volunteers ensuring that they add to and enhance service delivery e.g. by undertaking research and introducing people to community groups, activities and other pursuits.
5. Maintain an excellent knowledge of appropriate personal and charity grants; facilitating access for people where this will help them achieve or sustain greater independence.
6. Work as part of the PCN multi-disciplinary teams across allocated PCNs taking part in meetings, promoting the service to colleagues, providing advice and allocating time to each practice.
7. Work as part of DHI’s wider Social Prescribing Team and HCRG’s Care Group Community Wellbeing Service sharing best practice, knowledge, updating community directories and taking part in joint meetings and reflective practice.
8. Effectively manage a varied caseload of up to 40 clients at one time, ensuring that all quality and monitoring standards are met and that performance information is provided within the required timescales.
9. Ensure that national and local targets are met by being proactive, using excellent organisational and communications skills and being an ambassador for Social Prescribing at your PCN and BANES more generally.
10. Timely and accurate recording of notes using required case management and IT systems.

#### Organisational Responsibilities

1. At all times adhere to DHI policies and procedures, with specific reference to:

* Confidentiality: ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
* Data Protection Act and Information Governance: to comply with the requirements of the Data Protection Act and General Data Protection Regulations (GDPR) all policies and procedures relating to Information Governance and security of data.
* Equal Opportunities and Diversity: to ensure that all service users, their partners, colleagues both within DHI and other partner organisations are treated as individuals by following DHI’s Equality and Diversity Policy.
* Health and Safety: to ensure you comply at all times with the requirements of the Health and Safety regulations and DHI’s Health and Safety Policy and Procedures. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.
* Quality Assurance: to ensure all activities are managed in a way that supports DHI’s Quality Assurance systems.
* Safeguarding: DHI is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
* Lone Working: to work in accordance with the DHI Lone Working policy and procedures.

1. At all times adhere to contract requirements, relevant legislation, good practice.
2. Participate in the organisational planning processes and contribute to the establishment of DHI’s business plan.
3. To participate and actively contribute in regular team meetings, reflective sessions, supervision and support.

This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

**General Information**

DHIis an experienced provider of social prescribing services in South Gloucestershire (2009-2014) and BaNES (2015 – present). On a national level, the charity’s social prescribing service is recognised as example of best practice having presented for the Kings Fund Social Prescribing Conference 2017, as well as providing best practice examples to NHS England and the British Medical Journal.

You will be part of a wider team of Social Prescribers working in collaboration. You will have regular supervision with your line manager as well as access to reflective practice sessions. The Social Prescribers are all based in different surgeries but maintain daily communication through Teams.

DHI’s Social Prescribing is one of the first Social Prescribing services in the country and has a proven tracked record of offering an outstanding service with excellent outcomes.

**Developing Health & Independence**

**Social Prescriber**

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **DEMONSTRATED BY (Application, Interview, exercise, other)** |
| **Experience** | * Experience of partnership working practice across a wide range of sectors and disciplines. * Proven experience of working with resilience with people who have care or support needs in a paid or voluntary capacity. * Experience managing a caseload and or working in a fast pace environment. * Excellent communication and interpersonal skills, which can be tailored to meet the needs of different audiences. | * Experience of using Motivational Interviewing and similar techniques and behaviour change theories | Application, Interview |
| **Knowledge** | * Knowledge and commitment to Adult and Child Safeguarding principles and procedures. |  | Application, Interview |
| **Skills** | * Ability to understand people’s diverse and complex needs and use a “strengths based” approach to meet these needs by linking them to other services. * Ability to work flexibly and independently in relation to people’s demands and the requirements of a developing team. * Excellent planning, organisational skills, and an excellent level of literacy in MS Office products and case management systems. | * A knowledge of social prescribing and its benefits to recipients, the NHS and the wider community * Experience of using SystmOne and Inform to record patient’s notes * Experience of dealing with people in crisis and presenting in distress * Experience of strengths based assessment, support planning | Application, Interview  Exercise |
| **Values**  N.B. These values should be evident throughout, however, here are behaviours demonstrable of each core value, of particular relevance to this post. | * Experience of partnership working practice across a wide range of sectors and disciplines. * Proven experience of working with resilience with people who have care or support needs in a paid or voluntary capacity. * Experience managing a caseload and or working in a fast pace environment. * Excellent communication and interpersonal skills, which can be tailored to meet the needs of different audiences. | * Experience of using Motivational Interviewing and similar techniques and behaviour change theories | Application, Interview |
| **Other information** | * Knowledge and commitment to Adult and Child Safeguarding principles and procedures. |  | Application, Interview |