



**JOB DESCRIPTION**

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| **Title** | Wellbeing Co-ordinator, Waiting Well |
| **Salary** | **£21,000** |
| **Hours** | Full time - 37.5 hours per week |
| **Holidays** | 20 days per year plus statutory holidays (pro-rata for non-full-time posts) |
| **Tenure** | 1 year |
| **Responsible to** | Operations Manager |

The Waiting Well Social Prescribing Project is a pilot programme delivered on behalf of the Humber, Coast and Vale Health and Care Partnership. The purpose of this post is to provide holistic support to identified patients on the cardiology waiting list at Hull University Teaching Hospitals Trust, with a specific emphasis on specialist interventions around diet, exercise and healthy lifestyles. Employed by the Trust and seconded to the Forum, the post will also signpost users of the service into generic social prescribing support services as and when required.

**Roles and Responsibilities:**

* To provide face-to-face support to identified patients on the cardiology waiting list at Hull University Teaching Hospitals Trust and their families and carers as appropriate, through planned outreach sessions in a range of settings. This may include supporting participants to attend agreed activities based on identified needs.
* To work within established local policies, procedures and guidelines around safeguarding children and adults at risk, and escalate any emerging safeguarding risks and concerns to relevant agencies.
* To undertake an initial assessment in line with pre-agreed criteria, of the specific needs of people referred into the Waiting Well project and co-ordinate referrals into available services, including voluntary and community sector groups and organisations.
* To pro-actively liaise with identified staff at Hull University Teaching Hospitals Trust to identify and support a cohort of patients who meet the criteria for this project and to provide feedback on progress as and when required.
* To work closely with the identified sports clubs and voluntary and community sector groups and organisations to create referral pathways into existing activity and to develop new initiatives targeted at participants from the Waiting Well Project.
* To liaise effectively with colleagues on the Social Prescribing service, including Welfare Advisors, administration staff and volunteers, to ensure an efficient and seamless service.
* To co-ordinate any additional support needed for users of the service to access Social Prescribing activities via Connect Well Hull.
* To maintain accurate and up-to-date records in line with the requirements of the project and to follow up referrals to gather information on attendance levels and outcomes.
* To undertake periodic reviews with people who have used the service to monitor outcomes and impact.
* To promote awareness of the value of social prescribing and the work of the Waiting Well project with key stakeholders and potential users of the service.
* To provide non-clinical signposting and information for people accessing the service.
* To promote the principles and practices of equality and social inclusion within the work of the Waiting Well project.
* To work within the policies and procedures of the project, specifically around data protection, information governance and equality, diversity and social inclusion.
* To participate in relevant training and continuing professional development activity as agreed with line management, including regular attendance and participation in the Hull Social Prescribing Network.
* To participate in and contribute to Forum staff meetings, and internal organisational development events.
* To undertake any other duties commensurate with the post as may be required.
* To work flexibly, including some evenings and weekends, to meet the needs of clients and the Waiting Well Project.

**PERSON SPECIFICATION**

**WELLBEING CO-ORDINATOR – WAITING WELL**

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|  | Essential/Desirable | How assessed |
| **Qualifications** |  |  |
| Community Development and/or Sports Coaching or Health and social care qualification and/ or proven experience of work in a similar setting | E | Application/Certificates |
| Safeguarding qualification / training in respect of children and adults at risk | E | Application/Certificates |
| **Knowledge** |  |  |
| A good understanding of the needs of people with physical health, mental health and wellbeing issues | E | Application/Interview |
| An understanding of the voluntary and community sector in Hull | E | Application/Interview |
| Proven understanding of importance of Safeguarding within the context of this role | E | Application/Interview |
| **Skills and Experience** |  |  |
| The ability to maintain accurate and up-to-date records | E | Application/Interview |
| Experience of working with volunteers | D | Application/Interview |
| Proven expertise in using Microsoft Office Suite, emails and the Internet | E | Application/Interview /References |
| **Personal attributes** |  |  |
| A commitment to equality and diversity and promoting social inclusion | E | Interview |
| Strong written and oral communication skills appropriate to a range of audiences | E | Interview |
| Self-starter, able to work both independently and as a team player | E | Interview/References |
| Strong listening skills and the ability to motivate and support others | E | Interview |
| An understanding of confidentiality | E | Interview |
| The ability to manage own workload effectively and to deliver outcomes within set timescales through excellent time management skills | E | Interview/References |