

JOB DESCRIPTION

1. GENERAL INFORMATION

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|--------------------------------|--|
| Job Title: | Health Promotion Specialist |
| Band: | Band 6 |
| Salary: | £40,448-£47,965 Per annum inclusive of allowances/HCAS |
| Superannuation: | 5%-8.5% member contribution depending on rate of pensionable pay |
| Hours: | (To be determined) hours per week The postholder will be required to work evenings and weekends |
| Terms & Conditions Of Service: | In accordance with the Agenda for Change NHS Terms & Conditions of Service. |
| Responsible to: | Health Promotion Manager |
| Accountable to: | Service Manager |

2. JOB SUMMARY

The Health Promotion Team is an integral part of Central and North West London NHS Foundation Trust Sexual Health Services. The team are required to work with a wide range of targeted vulnerable groups who are at a higher risk of sexual ill health. The principle target groups that Health Promotion provides services to are;

- Commercial Sex Workers
- Homeless Clients
- Drug Users
- Men who have sex with men
- BMEA communities

This list is not exhaustive and may change according to the needs of the communities. The post holder will also be required to work as an accountable practitioner working on their own in community settings, making decisions in accordance with policy and protocol. The Service is provided via a mixture of Outreach (including on-street locations), 1-2-1 sessions, Satellite Clinics, Training, Workshops and Drop-In sessions within the catchment areas. Then post holder will be required to deliver effective health promotion interventions in a variety of settings including but not exclusive to the main stream clinics, outreach sessions and events.

There is an expectation that the post holder will undertake asymptomatic screening including assisting patients to take Self taken tests for Chlamydia and Gonorrhoea, performing venepuncture to collect blood tests for Syphilis, Hepatitis and/or HIV Ab/Ag screening. The post holder will also need to be competent in assessing patients for HIV testing and be able to perform HIV testing as appropriate. Screening interventions will take place in our mainstream clinical sites and on outreach. The Health Promotion Specialists will work closely with the Service Managers to promote the service effectively. The post holder will be expected to work directly with organisations working with the target groups and

set up joint working initiatives. They will also deliver workshops to other professionals. The post requires a high level of flexibility to work across above identified targeted groups and respond to changing demands. This is a guideline only and additional duties might be required at times.

3. MAIN DUTIES AND RESPONSIBILITIES

- 3.1. To continue to develop innovative outreach services to target groups which are relevant to their lifestyle and sexual practices. These would include:
 - Promoting condoms and personal sexual health strategies
 - Offering advice and information about HIV, sexual health and treatments
 - Providing asymptomatic STI screening to target groups
 - Providing support in terms safer sexual practices
 - Helping clients to assess their sexual health needs and referring them to appropriate clinics and other services.
- 3.2 To increase the number of vulnerable people tested and to support vulnerable clients in to mainstream services if applicable
- 3.3 To work to targets set by their line manager in regards to number of people contacted and number who are tested
- 3.4 Providing informal counseling and support, sexual health advice and referrals to other agencies.
- 3.5 To carry out risk assessments for vulnerable adults and young people and seek advice within the safeguarding structures in the service to manage clients appropriately.
- 3.6 To manage care pathways for vulnerable adults and young people with appropriate liaison and referral to statutory organisations such as social services and voluntary external agencies.
- 3.7 Refer to the Safeguarding MDT as appropriate.
- 3.8 To provide comprehensive risk assessment of patients in need of crisis, including assessment for suicide and provide safe onward referral.
- 3.9 Providing training sessions to groups of staff or other professionals who work with targeted client groups, in various settings.
- 3.10 To participate in the planning, preparation and delivery of outreach sessions.
- 3.11 To undertake asymptomatic sexual health screening including assisting patients with self-taken tests, performing venepuncture to test for Syphilis, Hepatitis and HIV.
- 3.12 To interpret the results of rapid HIV testing in an outreach setting and follow clinic clinical pathways to manage reactive results.
- 3.13 To recognize signs and symptoms of complex and unstable health problems requiring medical review and refer on to appropriate health professionals
- 3.14 To liaise with the Results Recall and assist with patient follow up for positive results on outreach.
- 3.15 To advise and support patients through Partner Notification where appropriate on outreach locations and clinical settings as appropriate.

- 3.16 To observe the HIV testing policy, undertake pre test discussion and perform Point of care HIV tests (POCT) and manage reactive and negative results
- 3.17 To contribute to day-to-day administration including preparing written reports, records and statistics.
- 3.18 To provide input in to the senior management team in Sexual Health and the Health Promotion Unit, line management, clinical support, teaching and supervision for new staff, existing staff, and junior members of the team and will act as a supervisor or mentor to junior staff.
- 3.19 To provide online interventions, organise testing kits and health promotion advice via available online tools
- 3.20 Search for new contacts, venues, and community links to expand the health promotion team offer.
- 3.21 To take part in developing the evaluation strategy for the outreach services; to monitor and review working practices accordingly.
- 3.22 To work as part of a team, attend team meetings and supervision sessions and plan and discuss work with other team members.
- 3.23 To liaise and network with other agencies and to carry out joint work where appropriate.
- 3.24 To represent Health Promotion Team and talk about outreach work to visitors, other agencies and occasionally the media.
- 3.25 To orientate new staff to the service as required including help write orientation programmes with individuals.
- 3.26 Coordinate the team rota under supervision of the service manager

3.2. Mentor staff as required.

- 3.3. The post holder may be required to provide support or cover to other areas of the service as requested or required by their line manager/s and must be able to work shift patterns which may include evenings and weekends.
- 3.4. To undertake other duties as required by the Manager for Health Promotion and as agreed in consultation with the potholder and commensurate with the grading of the post.

Rider Clause

- This job description is indicative only and the role will be reviewed at least annually as part of the Personal Development Review process to take account of changing needs /development of the service.
- To meet the evolving needs of the organisation you may also be required to provide cover in other areas following appropriate discussion.

Supplementary Information – to accompany your Job Description & Person Specification

Job Flexibility

The post holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate. Please refer to the codes of conduct that are expected which can be found on Trust net.

Health and Safety

Central and North West London NHS Foundation Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

Safeguarding

Central & North West London NHS Foundation Trust is committed to safeguarding children and adults, so all staff are expected to work in accordance with Trust and partner agency policies and procedures and seek advice and training where appropriate.

Improving Working Lives

Central and North West London NHS Foundation Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

Staff Involvement

Central and North West London NHS Foundation Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

Smoking

Central and North West London NHS Foundation Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

Alcohol

Employees are expected to be aware of and understand that Central and North West London NHS Foundation Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

Confidentiality

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act and Trust policies. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and lead to disciplinary action which may include dismissal.

Equal Opportunities

All employees of Central and North West London NHS Foundation Trust are expected to be aware of and adhere to, the provision of the Trust's Equality, Diversity and Human Rights Policy (Employment), Equality, Diversity and Human Rights Policy (Service Delivery), Disability Policy (Employment) and Disability Policy (Service Delivery), and to carry out their associated duties and responsibilities under these policies. As a Two Ticks employer, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures

Central and North West London NHS Foundation Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trust net, from your manager and the Human Resource Directorate.

Personal Development

The post holder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Working Time Regulations

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24-hour rest period is taken in every 7 days.

Conditions of Employment

The Trust will screen all staff who will be working with children or vulnerable adults and police checks will be carried out on all staff appointed to posts, which have access to children or vulnerable adults.

This will also apply if role develops to include access to children or vulnerable adults.

Terms and Conditions

The terms and conditions of service associated with this position are those agreed by the Trust.

Updated MP 2023

PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

POST: Health Promotion Specialist

BAND 6

CANDIDATES NAME:

| REQUIREMENTS | Please Tick One Box | | Please Tick One Box | | | Method used to Support Assessment | Evidence to Support Assessment |
|---|---------------------|-----------|---------------------|---------------|---------|-----------------------------------|--------------------------------|
| | Essential | Desirable | Fully Met | Partially Met | Not Met | | |
| <p>Education/Qualifications (<i>please note you will need to provide documental evidence of your qualifications and/or professional registration as part of the recruitment process</i>)</p> <p>Educated to Degree level or equivalent level of experience working with relevant client groups ✓</p> <p>Educated to post Degree level in specialism or equivalent level of experience working with relevant client groups ✓</p> <p>G.C.S.E/A levels or equivalent qualification and experience ✓</p> | | | | | | | |

| Experience | | | | | | | |
|--|---|--|--|--|--|--|--|
| Evidence of previous experience of having worked in the NHS (or equivalent healthcare setting), including previous experience post degree qualification | ✓ | | | | | | |
| Experience of having worked with relevant client groups | ✓ | | | | | | |
| Administering and co-ordinating outreach in a range of settings, including the organisation of different activities, prioritising tasks, monitoring and evaluating | ✓ | | | | | | |
| Delivery of workshops to a variety of users | ✓ | | | | | | |
| Working effectively with different agencies in the community, voluntary or statutory sectors | ✓ | | | | | | |
| Planning, delivering and evaluating training on good sexual health | ✓ | | | | | | |

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|--|---|--|--|--|--|--|--|
| Skills | | | | | | | |
| Excellent organisational & prioritising skills | ✓ | | | | | | |
| Proficient IT skills Microsoft Office (Word/Excel/Access) | ✓ | | | | | | |
| Excellent interpersonal and communication skills with range of individuals, including hard to reach client groups namely | ✓ | | | | | | |
| <ul style="list-style-type: none"> • Sex Workers | ✓ | | | | | | |
| <ul style="list-style-type: none"> • Homeless Clients | | | | | | | |
| <ul style="list-style-type: none"> • Drug Users | | | | | | | |
| <ul style="list-style-type: none"> • Men who have sex with men | | | | | | | |
| <ul style="list-style-type: none"> • BAME communities | | | | | | | |
| Able to undertake HIV testing/Asymptomatic screening including venepuncture and point of care testing. | ✓ | | | | | | |
| Knowledge | | | | | | | |
| Sound knowledge and understanding of the principles and practices of good sexual health and the barriers to these client groups accessing services | ✓ | | | | | | |
| Knowledge of current legislation and national guidance relating the client groups targeted | ✓ | | | | | | |
| Sound knowledge and understanding of STIs, HIV, contraception, and access to sexual health services | ✓ | | | | | | |
| Abilities | | | | | | | |
| Ability to innovate and develop creative outreach activities | ✓ | | | | | | |

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|---|---|--|--|--|--|--|--|
| Ability to support others and respond to their needs | ✓ | | | | | | |
| Able to manage competing priorities with confidence and working to tight deadlines | ✓ | | | | | | |
| Excellent attention to detail skills and able to produce high quality and accurate work | ✓ | | | | | | |
| Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner. | ✓ | | | | | | |
| Ability to work effectively as part of a team or by using on own initiative | ✓ | | | | | | |
| Ability to deliver on agreed objectives | ✓ | | | | | | |
| Ability to be flexible and respond to changing demands | ✓ | | | | | | |

Completed by: _____

Job Title: _____

Signature: _____

Date: _____