

## **Job Description and Person Specification**

### **Improving the Cancer Journey Social Prescriber**

**Job Title:** Improving the Cancer Journey (ICJ) Social Prescriber (link worker)

**Based at:** Health Centres in the Angus Area

**Hours of work:** 35 hours per week FTE

**Salary:** £25,000

**Contract:** Fixed Term Contract for 3 years. Funded by Macmillan Cancer Support

**Closing Date:** 27<sup>th</sup> December 2022

#### **JOB DESCRIPTION & PERSONNEL SPECIFICATION**

To deliver social prescribing with a specific focus on individuals living with or effected by cancer in localities in Angus taking additional responsibility for connection with wider VAA Locality workers, third sector and strategic partner opportunities and connecting GP practices with community based opportunities which help improve well-being.

#### **Key Responsibilities:**

The role will involve supporting personal options and choice for patients and people effected by cancer to help improve wellbeing , referring individuals to comprehensive social care services, taking referrals and ensuring that you target groups and communities most in need and helping them to live a healthier, happier life. This is a very stimulating role that will allow you to work with a wide range of people such as GP's Statutory partners such as Health and Social Care Partnership (HSCP), Community Planning Partnership (CPP) and voluntary organisations and will also include patients with:

- Living with or effected by cancer and as a result are:
- In need of support with improving mental well-being.
- Who may endure loneliness or isolation.
- Experience poverty and inequalities which may be a determinant to poor health. □  
Who have complex social needs which affect their well-being

#### **Operational Development and Duties**

1. Delivering the (ICJ) service across Angus.
2. Dealing appropriately with referrals to the ICJ service.
3. Develop and maintain referral pathways with a range of relevant partners

To devise and implement an effective pathway for patients, addressing their holistic and non-medical needs. Principally, this will be devised with VAA locality workers, locality locator and other partners.

4. Have delegated responsibility for the delivery of Macmillan's Holistic Needs Assessment (HNA) as well as a generic range of health and wellbeing support areas across Angus.
5. Provide topic specific expertise to develop and deliver a range of health, wellbeing and social care improvement work to improve health and wellbeing and reduce health inequalities across Angus.
6. Establish and maintain key partnerships with statutory, voluntary and community organisations providing disease specific (Cancer) health and wellbeing improvement capacity across Angus.
7. Provide a level of expertise, utilising a combination of specific and generic knowledge and skills specific to local need.
8. Engage with customers, communities of interest, including issue based and disease specific groups, generic community groups, young people, older people and/or patient/ service user and carer groups.
9. To ensure that a process of 'soft handover' is completed with each patient including an initial assessment that includes:
  - a) Risk assessment
  - b) An agreed action plan, assisting and encouraging clients to make their own decisions and choices.
  - c) Conducting reviews with patients to ensure useful and sustainable benefits have been achieved.
10. To develop and promote ICJ Social Prescribing and wider community involvement and participation in the Social Prescribing ICJ project.
11. To produce monthly and quarterly reports in line with contractual agreements through VAA's Appraisal system.
12. To ensure that end-of-programme evaluations and reports are produced as required for internal and external purposes where appropriate.
13. To participate in training, learning and development as determined by the line manager and Macmillan.
14. To market and represent the ICJ Social Prescribing Project widely at all levels to ensure maximum awareness of the service.

15. Establish and maintain strong and effective partnerships with and across General Practice, Primary Care colleagues and within partner organisations who can influence and deliver the Cancer, wellbeing and Inequalities work streams e.g. Health care staff, statutory partners and voluntary sector.

### **Other Duties**

1. To ensure adherence to, and implementation of, all relevant legislation and VAA and GP practices policies.
2. To participate in ongoing supervision and appraisals including relevant VAA internal reporting systems.
3. To attend meetings of the Health Centres in Angus and participate in MDT activity as required.
4. To create and maintain good working relations with HSCP members, staff, colleagues and clients.
5. To operate Health and Safety at Work procedures.
6. To carry out any other reasonable duties required by the VAA Manager.
7. To provide details of outcome activity to partners including the (LIG)

### **Person Specification**

#### **Personal Qualities and Attributes:**

- Ability to actively listen, empathise with people and provide person-centred support in a nonjudgemental way.
- Ability to provide a culturally sensitive service, supporting people from all backgrounds and communities, respecting lifestyles and diversity.
- Commitment to reducing health inequalities and proactively working to reach people from diverse communities
- Ability to communicate effectively and clearly, verbally in writing, with people, their families, carers, community groups, partner agencies, stakeholders
- Ability to identify risk and assess/manage risk when working with individuals.
- Have a strong awareness and understanding of when it is appropriate or necessary to refer people back to other health professionals/agencies. Be aware of when the person's needs are beyond the scope of the link worker role. E.g. when there is a need for a qualified health practitioner input.
- Ability to work from an asset-based approach building on existing community and personal assets.
- Ability to develop and maintain effective working relationships and promote collaborative practice with all colleagues.

- Commitment to collaborative working with all local agencies (including VCSE organisations and community groups). Able to work with others to reduce hierarchies and find creative solutions to community issues.
- Can demonstrate personal accountability, emotional resilience and ability to work well under pressure.
- Ability to organise, plan and prioritise on own initiative (including when under pressure and meeting deadlines).
- High level of written and verbal communication skills.
- Ability to work flexibly and enthusiastically within a team or own initiative.
- Understanding the needs of small volunteer-led community groups and an ability to support their development.
- Ability to provide motivational coaching to support people's behaviour change.
- Knowledge, and ability to work to, policies and procedures including confidentiality, safeguarding, long working, information governance and health and safety qualifications • Demonstrable commitment to professional personal development
- Training in motivational coaching and interviewing or equivalent experience
- Experience of working in a community development context, adult health and social care, learning support or public health /health improvement (including unpaid work).
- Experience of supporting people, their families and carers in a related role (including unpaid work).
- Experience of supporting their mental health, within a paid or unpaid informal capacity.
- Experience of working with the VCSE sector in paid or unpaid capacity including with volunteers or small groups.
- Experience of data collection and using tools to measure the impact of services.
- Experience of partnership /collaborative working and of building relationships across a variety of organisations.
- Knowledge of personalised care approach
- Understanding of the wider determinants of health, including social, economic and environmental factors and their impact on communities, individuals, their families and carers.
- Knowledge of community development approaches
- Understanding of, and commitment to, equality, diversity and inclusion.
- Knowledge of I.T. systems, including ability to use word-processing skills, email and internet to create simple plans and reports (e.g. word, power point, excel).
- Knowledge of VCSE and community services in the locality.
- Knowledge of the HHS workings including Primary Care. Other
- Is PVG Scheme Registered
- Willingness to work flexible hours when required to meet work demands
- Access to own transport and an ability to travel across the locality on a regular basis including to visit people in their own homes.

This job description will be subject to review in the light of the changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the job holder. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

Please Note: The interview panel reserves the right to enhance desirable criteria at short-listing stage depending on the number of applications received. The interviews will be held on Monday 8<sup>th</sup> November.

**To request an application pack please contact [katrina@voluntaryactionangus.org.uk](mailto:katrina@voluntaryactionangus.org.uk)**