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**Macmillan ‘Improving the Cancer Journey’**

**JOB DESCRIPTION**

**Improving the Cancer Journey (ICJ)**

**Wellbeing Practitioner x 3.5 full time equivalent posts**

**Full Time / Part time (35 hours per week)**

**Occasional evenings and weekends may be required**

**Holidays: 25 days per year**

**(pro-rata for part time)**

**Salary £27,963**

**(pro-rata for part time)**

**3% Pension Contribution**

**Post Summary:**

This post is funded by Macmillan Cancer Support as part of the Lanarkshire wide ‘Improving the Cancer Journey’ (ICJ) Programme which supports people’s non-clinical needs following a cancer diagnosis.

The ICJ wellbeing practitioner is a key role within the service that will work with people affected by cancer, their loved ones, and carers to ensure their support needs are met.

ICJ is being introduced in South Lanarkshire and is a partnership between NHSL, South Lanarkshire Health & Social Care Partnership, VASLan and Macmillan. The Wellbeing practitioner will meet with the person diagnosed with cancer to discuss their support needs, by holding a person-centred conversation create an individual care plan that outlines the support they need and how they will get it.

**Duration:**

The posts will initially be on a Four-year fixed contract basis, subject to ongoing review.

**Location:**

VASLan operate a hybrid working model, the post will be equipped to work remotely or within VASLan’s office base in Hamilton.

**Organisational Profile:**

VASLan is South Lanarkshire’s Third Sector Interface (TSI). A Third Sector Interface is required by the Scottish Government to operate across four key areas of activity: These key areas fall under the following:

***Central Source of Knowledge***

About the Third Sector locally. Local and national policy and how it might affect local Third Sector, Communities, and citizens, and how the Third Sector can contribute to those agendas.

***Voice***

Ensuring a strong Third Sector voice at a strategic level within local planning structures and nationally.

***Build Capacity***

Developing the capacity of volunteering, community groups, voluntary organisations, and social enterprise to achieve positive change.

***Connect***

Providing leadership, vision and coordination to the local Third Sector to better respond to local priorities, including through partnership and collaboration.

**Job Description:**

**The post holder is responsible for:**

* Delivering the (ICJ) service across South Lanarkshire
* Dealing appropriately with referrals to the ICJ service
* Develop and maintain referral pathways with a range of relevant partners
* Providing appropriate input to the South Lanarkshire and Lanarkshire wide Partnerships Project steering/working groups, sharing progress on programme milestones and action plans
* 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 South Lanarkshire
* 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 South Lanarkshire
* Establish and maintain key partnerships with voluntary and community organisations and statutory partners, providing disease specific (Cancer) health and wellbeing improvement capacity across South Lanarkshire
* Provide a level of expertise, utilising a combination of specific and generic knowledge and skills specific to local need
* Engage with service users, 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
* Support the delivery of community engagement, health and wellbeing standards and training
* Influence strategic forums and/or national organisations influencing the delivery of key policy objectives in line with local plans and strategies.
* Devise and provide monitoring and progress reports in collaboration with the Programme Manager
* Establish and maintain strong and effective partnerships with partner organisations who can support the delivery of improving the cancer journey (ICJ)
* Maintain an agreed case management database and communication system, whilst understanding safeguarding and privacy rules
* Take responsibility for organisation and delivery of own work plan
* Keep abreast of appropriate policy and practice through continuous personal development
* Produce accurate, concise and timeous reports using relevant software
* Ensure quality in the design and delivery of resource materials and programmes of health improvement training
* Plan and undertake individual and group work, supporting participation and achievement of agreed outcomes. This includes presenting verbally to a range of community and partner forums in a clear and concise manner

**Other Duties:**

* This job description is a broad picture of the post at the date of preparation. Post Holders may be required to carry out additional duties which are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.

**Person Specification**

* Qualified to degree level or have at least 5 years’ experience of working in a similar role
* Have a good understanding of the non-clinical support needs of people who have or who are supporting someone living with cancer
* Have at least 3 years’ experience of utilising asset-based and community based social prescribing approaches to improving health and wellbeing
* Knowledge and experience of effective, person-centred approaches which are sensitive, reactive, and supportive
* Good partnership working, negotiation and problem-solving skills
* Experience of working as a member of a dedicated team but also capable of working in a flexible way to suit the support needs of service users
* Experience of engaging and supporting people who have a long-term health condition, or who are supporting a friend or relative who’s living with a long-term health condition
* Experience of producing written reports and maintaining client records
* Sound understanding of public health, social care, wellbeing practice

and health inequalities

* Ability to effectively assess the needs of individuals who may be in crisis and

engage effectively and sensitively

* Excellent individual and group facilitation and engagement skills
* Excellent people skills in relation to communication, listening, supporting, motivation and counselling
* Excellent research and evaluation skills
* Excellent organisational and time-management skills
* Proficient in the use of Microsoft Office and online communications tools including MS Teams and social media channels