

Job Description and Person Specification

Job Title:	Health Improvement Coordinator
Hours of work:	22.5 hours per week
Salary:	£28,731 (pro-rata)
Holidays:	37 days, including public holidays
Location:	Edinburgh
Reports to:	Health Improvement Manager (East)

About Waverley Care

Scotland is on track to be one of the first countries in the world to achieve zero HIV transmissions, and Waverley Care will play an essential role in getting us there.

A positive HIV diagnosis still has the power to knock people off their feet and impact every part of their lives. People living with HIV still carry the burden of decades of discrimination and misinformation about HIV. HIV is treatable, but the stigma and shame surrounding HIV holds people back and makes it different to other life-long conditions. Stigma and the fear of an HIV diagnosis still prevents many people at risk getting a test and knowing their status.

Our vision is for a Scotland where no one faces HIV alone, we will achieve this by fighting stigma and empowering people living with HIV to live full and healthy lives.

Waverley Care is Scotland's leading HIV and hepatitis C charity, and everything we do is guided by the experiences of the people we work with – this ranges from shaping the services we deliver through to how we influence national policy around sexual health and blood borne viruses. We are at an exciting point in our history as we strive to reach the goal of zero transmissions by 2030. We are in the first year of an ambitious new strategic plan, and we are investing in digital transformation, communications and policy, and we have aims to significantly increase our fundraising to invest in strengthening our support and prevention work across Scotland.

There is much work to be done, but as an organisation we are driven to create lasting change for everyone in Scotland living with, or at risk of HIV or hepatitis C.

You can find out more about the work we do at our websites:

- www.waverleycare.org
- www.s-x.scot
- www.wavehighland.com

About the post

The post of Health Improvement Coordinator offers an exciting opportunity to improve the lives of people living with HIV and plays a vital role in Waverley Care and Scotland's ambition to reach Zero HIV Transmission by 2030. This post will provide support services for all people living with HIV in the Lothian area, through community-based interventions focusing on reducing HIV stigma and improving wellbeing. As part of the role the post holder will manage a caseload and work with individuals to better understand their needs and identify opportunities for them to develop.

As part of the health improvement team this post will collaborate with other team members to develop learning, skills and best practice to support individuals. The post holder will also take part in prevention work such as HIV testing and awareness raising at events aimed at engaging those at higher risk of HIV transmission.

About the person

- A demonstrable interest in, and passion for, improving the lives of people affected by blood borne viruses (BBVs), in particular people disproportionately affected by HIV such as people from African communities
- Excellent interpersonal skills and the ability to develop positive relationships with a range of stakeholders
- Excellent written and verbal communication skills appropriate for a wide range of audiences
- Be a strong team player, able to use own initiative and reflect on their own practice
- Skills and experience of partnership building and networking
- Interested in development opportunities and further training

Main duties and responsibilities:

1. Manage key worker responsibilities for a caseload of service users, who are people living with HIV that need additional support to access treatment and care, maintain good health, or improve their wellbeing.
2. Work with service users to create a personal plan, using the Waverley Care baseline assessment tool, with identified outcomes and carry out regular reviews of these plans.
3. Provide one-to-one emotional support to service users to identify and overcome barriers to improving their health and well-being.
4. Facilitate opportunities for one-to-one and group peer support.
5. Work with colleagues to identify opportunities for volunteer input and contribute to training and supervision of volunteers.
6. Promote the value of testing and knowing your (BBV status and offer BBV testing where appropriate)
7. Deliver BBV and sexual health advice and support through the Waverley Care website live chat functions.
8. Record and keep up to date records of all client interventions on the Waverley Care Service User Database.
9. Work with other members of the team to provide required plans and reports to our funders.
10. To work effectively with a range of partners in the local area including health colleagues and others in voluntary and statutory sector services.
11. To participate in a system of support and supervision and to adhere to all Waverley Care policies and practice guidelines.
12. Undertake any other duties, which may be reasonably required.

Person Specification – Health Improvement Coordinator

Skills and Experience	
Essential	Desirable
<p>Understanding of sexual health and blood borne viruses</p> <p>Knowledge of the issues affecting people living with or at risk of BBVs</p> <p>Experience of person centred working</p> <p>Experience of offering support to vulnerable adults</p> <p>Ability to work in partnership with a range of stakeholders</p> <p>Excellent interpersonal and communications skills – written and verbal</p> <p>Strong problem-solving skills</p> <p>IT skills</p>	<p>Current driving license</p> <p>Experience of working with and supporting volunteers</p>
Values and Behaviours	
Essential	Desirable
<p>Able to take a pro-active, creative and solution focused approach</p> <p>A team player with the ability to develop good working relationships with staff, service users and partners</p> <p>Self-aware, courteous and respectful of service users and colleagues</p> <p>Able to take a high level of personal responsibility, delivering work and making decisions independently and appropriately</p>	