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| <b>Job Title:</b> Community Health & Wellbeing Assistant | <b>Role Profile Number:</b> PCDN47         |
| <b>Grade:</b> K  | <b>Date Prepared:</b> June 2019            |
| <b>Directorate/Group:</b> ASC Public Health              | <b>Reporting to:</b> Live Well Hub Manager |
| <b>Structure Chart attached:</b>                         |  |

**Job Purpose**

- To assist members of the Community Health and Wellbeing Team to deliver events, activities and programmes associated with improving the health and wellbeing of local people.

**Key Accountabilities**

- To attend events to provide information and raise awareness about services offered by the Community Health and Wellbeing Team
- To attend events to assist with health promotion campaigns
- To meet with individuals on a 121 basis to offer initial information, guidance and support around their general health and wellbeing
- To offer (as directed and according to expertise) advice and support around specific lifestyle topics
- To accompany clients to activities where mobility, motivation or confidence is low
- To assist at group sessions; offering (as directed and according to expertise) information and support on key lifestyle topics

**Supplementary Accountabilities**

- To attend training and CPD as requested

**Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Knowledge of the local area
- Awareness of the benefits of a healthy lifestyle
- Experience of working on a one to one basis around health and wellbeing

- Knowledge of other providers of health and wellbeing support
- Awareness of networks and local community organisations
- Ability to treat information in a confidential manner
- Knowledge of diversity and different cultures
- Experience of assisting with health promotion campaigns

**Qualifications**

- Educated to NVQ level 2 or equivalent
- Qualification in health, social care or community desirable

**Decision Making**

- Signposting and onward referrals
- Dealing with a safeguarding concern
- Accessing support from supervisors
- Accessing resources for individuals
- Signing off clients

**Creativity and Innovation**

- Ability to work with a diverse range of individuals and groups
- Able to motivate others through a positive communication style
- Delivery of health promotion messages in a positive and innovative way
- Storytelling and case studies
- Client centred approach

**Job Scope**

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| <b>Number and types of jobs managed:</b> Nil             | <b>Budget Holder Responsibility:</b> Nil |
| <b>Typical tasks supervised/allocated to others:</b> Nil | <b>Asset Responsibility:</b> Nil         |

**Contacts and Relationships**

- Communication on a one to one basis and in a group situations
- Working with a diverse range of clients
- Working in targeted communities
- Cultural diversity
- Partnership working – internal and external
- Working with and supporting volunteers

## **Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

### **Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

### **Resilient: We are forward thinking and work smart.**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

### **Brave: We respect and work together with our colleagues and customers to achieve success.**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

### **Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

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| <b>Employee Signature:</b>      | Print Name:  |
| <b>Date:</b>                    |              |
| <b>Line Managers Signature:</b> | Print Name:: |
| <b>Date:</b>                    |              |