



## Job Description

<b>Job Title:</b> Health Visiting Community Staff Nurse, 0-19 Public Health Nursing	<b>Grade/ Level:</b> Band 5 Equivalent	<b>Post Number:</b> SBC_10825
<b>Directorate:</b> Child and Family Health Services	<b>Job Family:</b> 0-19 Public Health Nursing	<b>Date Prepared:</b> June 2023

**Role reports to (Job Title):** Health Visitor Team Leader

### Job Purpose:

- To deliver a comprehensive and needs led 0-5 Public Health Nursing Service.
- To work in collaboration with other health care and service providers to facilitate seamless delivery of services for 0-5 age population.
- To contribute to the delivery of Early Help Assessments and plans.
- To work with Children, Young People and Families to reduce the impact of health inequalities.
- To work in collaboration with other health care and service providers to Safeguard Children, Young People and Families.

### Key Accountabilities: To be undertaken under the supervision of a Specialist Community Public Health Nurse (SCPHN)

- To work with children, young people and their parents/care givers to complete assessment and referral processes as required.
- To plan and organise activities and interventions related to the 0-5 'core offer' for Children Young People and Families.
- To plan and organise additional, targeted support for Children, Young People and Families as appropriate.
- To plan, organise and adjust the delivery of individual needs led care packages in partnership with other relevant agencies.
- To plan and organise home visits as appropriate as a lone worker or in conjunction with other professionals.
- To plan and organise services in response to local and national directives.
- To maintain contemporaneous client records as per NMC guidelines and service standards.
- To act as an advocate for identified children and young people to facilitate access to, and understanding of appropriate services.
- To prepare for, attend and participate in multi-agency meetings.
- To be responsible for supporting and implementing team around the child (TAC), child protection and child in need plans as appropriate.
- To undertake Universal New Birth visits to families under direction of named Health Visitor
- To undertake Universal 6-8 week health reviews under direction of named Health Visitor
- To undertake family 'needs assessments'.
- To undertake developmental assessments.
- To undertake 'Blood Spot' screening as required.

- To undertake Universal Transfer In visits to families under direction of named Health Visitor.

**Supplementary Accountabilities:**

- To have a good working knowledge of 'The Healthy Child Programme 0-5' contacts.
- To work within a multi-agency forum acting as the named Lead Professional for Children, Young People and Families as appropriate.
- To be responsible for accessing management, clinical and safeguarding supervision as per Swindon Borough Council policies.
- To participate in the staff appraisal process, maintaining records of personal development and training.
- To complete all annual mandatory staff training as per SBC guidelines
- To work within the Swindon 'values' and priorities.

Job Scope:  
As above

Budget: None.

Assets: Mobile Phone & Laptop.

**Knowledge and Experience:**

- Current registration with NMC with no restrictions in working practice.
- Evidence of continuing education and training.
- Evidence of recent nursing experience.
- Experience of organising and managing own workload.
- Experience of assessing, planning, writing and delivering plans of care.
- Experience of working with children, young people and families.
- Experience and a working knowledge of Microsoft Word, Outlook and Excel computer programmes.
- Full driving licence and car for work use.

**Decision Making:**

- To be responsible for managing and prioritising work.
- To have the ability to analyse and evaluate conflicting opinions and communicate relevant information to parents and other professionals.
- To be responsible for the appropriate identification, assessment, referral and management of safeguarding concerns, working with children, young people and their families in accordance with South West Child Protection Procedures.
- To address and minimise clinical and non-clinical risk in the work environment undertaking risk assessment as required.
- To be responsible for identifying own professional needs and accessing appropriate training through the supervision and appraisal process

**Contacts and Relationships:**

- To be able to build meaningful professional relationships with children, young people and their families.
- To work under the management and supervision of the named Health Visitor.
- To develop links with professional colleagues in all relevant services.
- To be able to communicate and respond to the needs of people from a wide range of social, economic and cultural backgrounds.

**Creativity and Innovation:**

- To deliver relevant evidence based health education advice in a group or individual basis.

- To have the capacity to develop new skills, showing integration of theoretical knowledge into clinical practice.
- To take an active role in clinical audit and research as required.
- To implement Swindon Borough Council Policies within area of work, with a responsibility to propose changes or developments as appropriate.
- To be adaptable and flexible as the role develops in line with service users needs.

**Job Specific Competencies:**

- To be flexible with working hours, some evening work may be required.
- Work in accordance with Nursing and Midwifery Council (NMC) Code of Professional Conduct, service standards and organisational policies.
- To be able to travel to a variety of settings within Swindon as required.
- The post will need to be able to transport and carry equipment essential to this role within the Borough.
- The post is likely to include frequent exposure to potentially distressing emotional and challenging situations, specifically with respect to safeguarding/ child protection concerns.
- The post will include home visiting and lone working which may include exposure to people under the influence of drugs or alcohol. Visiting homes where there may be aggressive animals, illicit substances, exposure to secondary smoking and poor home conditions.
- The post will require frequent periods of concentration particularly when assessing child needs and/or writing reports.
- The post will include regular driving to attend home visits and educational settings.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

In accordance with the provisions of the Health and Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Safeguarding - Children & Vulnerable Adults

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.

This post is subject to an enhanced DBS disclosure which will be carried out if your application is successful.

**For Recruitment & Selection Process Only****Person Specification**

Please list the criteria below in accordance with those shown on the Job Description

<b>For the Post of: Community Public Health Nurse for Schools</b>			
<b>No.</b>	<b>Criteria</b>	<b>Minimum/ Preferred</b>	<b>Method of Assessment</b>
		M = Minimum P= Preferred	I = Interview AF = App Form T = Test P= Presentation
1	<p>Knowledge &amp; Experience: (Including Qualifications)</p> <p>Current registration with NMC or awaiting registration.</p> <p>Evidence of continuing post-registration education and training.</p> <p>Evidence of recent nursing experience.</p> <p>Experience of organising and managing own workload.</p> <p>Experience of assessing, planning, writing and delivering plans of care.</p> <p>Experience of working with children and/or young people.</p> <p>Experience and a working knowledge of Microsoft Word, Outlook and Excel computer programmes.</p>	<p>M</p> <p>M</p> <p>M</p> <p>P</p> <p>P</p> <p>M</p> <p>M</p>	<p>AF</p> <p>AF</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

2	Decision Making:		
	Managing and prioritising work within a defined caseload.	P	AF / I
	Ability to analyse, evaluate conflicting opinions, and communicate relevant information to parents and other professionals.	P	AF / I
	Identification, assessment, referral and management of safeguarding concerns, working with children, young people and their families in accordance with South West Child Protection Procedures.	P	AF / I
	Identification of own professional needs and accessing appropriate training through the supervision and appraisal process.	M	AF / I
3	Contacts and Relationships:		
	Communication skills to work positively with children & young people.	P	I
	Ability to work in a multi-disciplinary team.	M	I
	Ability to deliver health services within an educational setting	M	I
4	Creativity and Innovation:		
	Ability to represent the 0-19 public health nursing service in a multi-disciplinary team, sharing relevant information with the aim of improving the health of children and young people.	P	I
	Deliver relevant evidence based health education advice in a group or individual basis.	M	I
	Role in clinical audit and research as required by Swindon Borough Council and the 0-19 PH Nursing Service.	P	I
	Professional adaptability for role development in line with client needs.	M	AF / I
5	Other Requirements:		
	Ability to travel and work across various settings within Swindon.	M	AF
	Ability to be creative to engage with challenging young people and their families.	P	AF / I

#### Note to candidates

When completing your application form, please give examples to show how your skills, abilities, achievements and experience demonstrate that you meet each of the criteria in the

person specification above which are shown as being assessed from the Application form (i.e. those marked as AF).