



## Role Profile

<b>Job Title:</b> Health Visitor	<b>Grade/ Level:</b> Grade Q	<b>Post Number:</b> SO1429
<b>Directorate:</b> Children, families and community health	<b>Job Family:</b> Early Help	<b>Date Prepared:</b> 07/06/2016

**Role reports to:** Health Visitor Co-ordinator

### Job Purpose:

Search out and identify health needs and deliver skilled health promotional activities and care to individuals families and groups in the home and community with specific health and social needs, based on professional assessment and in partnership with clients carers and other agencies.

### Key Accountabilities:

- To deliver the Healthy Child Programme.
- To communicate clearly and effectively with clients, colleagues and partner agencies.
- To employ advanced communication skills in interventions in sensitive and emotive areas, including use of motivational interviewing and cognitive behaviour therapy techniques.
- To act within policies and guidelines to maintain safety of clients especially in areas of vulnerable adults, child protection, domestic violence.
- To plan and provide interventions/care based on needs to support families with young children through planned ante-natal contacts, primary contacts and negotiated home visits and clinic contacts.
- Counsel and advise individuals/families/groups on specific health topics.
- To monitor growth and development and provide developmental assessments to vulnerable children based on identified needs.
- To promote positive Maternal Mental Health through working within the Peri-natal Pathway, assessing maternal mental health.
- Design and develop programmes of care to address behaviour management issues, in partnership with families/individuals/carers.
- Plan, deliver and evaluate Positive Parenting Programmes.
- To maintain expertise in Nurse Prescribing.
- To provide advice, support and information to child care providers – child minders, foster carers, nurseries, playgroups and appropriate voluntary organisations.
- Refer and communicate with other colleagues and partners as necessary.
- Act as a resource for other team members.
- Work within Swindon Borough Council policies and guidelines.
- Maintain accurate, contemporaneous records.

<b>Job Scope:</b> <ul style="list-style-type: none"> <li>The post hold will be responsible for managing a caseload</li> </ul>	<b>Job Scope:</b> <ul style="list-style-type: none"> <li>Budget - The post hold will be aware of the need for effective care and financial management.</li> </ul>
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<b>Knowledge and Experience:</b>		
CRITERIA	ESSENTIAL	DESIRABLE
Qualifications  (Academic Professional Statutory or Vocational)	<ul style="list-style-type: none"> <li>First Level Registration</li> <li>Registered Health Visitor</li> <li>Current Driving Licence</li> <li>Nurse Prescribing</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of Management Issues</li> <li>Teaching Experience</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Assessment</li> <li>Health Needs</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with child protection issues</li> <li>Experience in facilitating groups</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Up to date professional knowledge in health visiting</li> <li>Experience of applying research based information to practice</li> </ul>	
Technical skills	<ul style="list-style-type: none"> <li>Competence in managing and using HV resources effectively</li> <li>Skills in preparing and presenting teaching sessions</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of computers</li> <li>Report writing</li> </ul>

**Strategic and Policy Development**

- Work within Borough Policies and Procedures, and adhere to local and national standards.
- To monitor, evaluate and review guidelines and standards, proposing changes where necessary.

**Quality Assurance**

- Be aware of research both local and national.

- To participate in research and audit as required.
- To evaluate practice for clinical effectiveness.

#### **Decision Making:**

- Provide clinical leadership within the team.
- Provide clinical support and advice to team members.
- Facilitate effective and positive working relationships, with clear consistent lines of communication.
- Participate in meetings, and development relevant to the service.
- Be responsible for local induction of new team members.
- Supervise day to day activities of Nursery Nurses by allocating, monitoring and appraising work.
- Undertake annual appraisals of Nursery Nurses . Maintain clear accurate standardised records.

#### **Finance and IT**

- To be aware of budgetary constraints and to use resources efficiently and effectively.
- To ensure care, security and maintenance of equipment.
- To work within Data Protection and information governance policies.
- To maintain IT skills and knowledge of IT support systems to ensure effective use.

#### **Contacts and Relationships:**

- Clients and families or carers to assess health needs, plan implement and evaluate agreed programmes of care.
- Colleagues and Team Leaders to liaise plan, communicate and organise delivery of care for individuals, families and communities.
- Multi-disciplinary team with both community and hospital to communicate needs of client and to ensure safe delivery and continuity of care.
- General Practitioner and surgery staff to ensure continuity of care.
- Statutory and Voluntary Agencies to foster partnership working and support provision of care for benefit of individuals, families and communities.
- Children Services to communicate needs of client and to safeguard children.
- To be able to communicate with people from a wide range of social, economic, cultural and ethnic/racial backgrounds.
- To be able to communicate with a wide range of colleagues in different disciplines and agencies.
- To be able to work well in a multi-agency team
- Professional experiences in clinical leadership e.g. experience of preceptorship and or mentorship

#### **Creativity and Innovation:**

- Act as a mentor to team members, student nurses.
- Support training for learners and personnel in related areas – eg: students from other disciplines.
- Identify training needs based on staff appraisal, personnel development plans and the Trust strategy for the development of the service.
- Maintain a professional portfolio.
- Contribute and be involved in Clinical Supervision.
- Contribute to practice development through
  - Critically appraising current developments and feed back to team.
  - Taking part in team meetings

- Attending professional days.
- Involvement in working parties/groups

- Work collaboratively with colleagues to develop in-house training.
- Demonstrate leadership skills
- Demonstrate a sense of humour
- To be able to respond to the demands of working in a complex and diverse environment
- Demonstrate good organisational skills
- Be flexible/adaptable

**Emotional Demands of the job:**

- Maybe exposed to drunkenness and aggression, threats of physical violence, harassment and emotional abuse.
- Contact with illicit substances and paraphernalia
- Violent and aggressive pets (dangerous)
- Often poor and unsuitable premises
- Frequent exposure to body fluids
- Contact with fleas, lice and scabies
- Enuresis and encoporesis
- Exposure to secondary smoking

**Job Specific Competencies**

**Confidentiality:**

The post holder must maintain confidentiality of information about patients, staff and all health service business. Information gained must not be communicated by the post holder to other persons except in the course of duty.

**Flexibility:**

This Job Description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to adjustment at any time in consultation with the post holder and in line with the needs of the Trust

**Features of the role:**

- Based in a community setting - possibly lone working at times.
- Frequent driving on home visits
- Manual handling of equipment
- Frequent driving of a wide area
- It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to and that any hazards observed are reported to the appropriate office immediately.

**No Smoking Policy:**

It is policy to promote Public health. Smoking is therefore prohibited throughout all PCT and Borough premises and grounds.

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.

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

### **Values and Behaviours**

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: