

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Linking Leeds

LOCATION:	Leeds
POST:	Wellbeing Co-ordinator
SALARY:	NJC points 12-15 £21,581-£22,911 (To be determined by employer)
ACCOUNTABLE TO:	Locality Manager
RESPONSIBLE FOR	N/A

ORGANISATIONAL EXPECTATIONS:

Linking Leeds exists as a consortium of seven local partners with 10 years' collective experience delivering Social Prescribing for Leeds brilliant and diverse communities.

We aim to provide high quality services adhering to principles of best practice, promoting equal opportunities and working positively with diversity. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

We expect all employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation.

OUTLINE OF POST:

The Leeds Social Prescribing aims to improve physical, mental and social health and wellbeing, through a holistic approach to improve quality of life and confidence in self-management and supporting independence.

Wellbeing Co-ordinators will be integrated as part of Primary Care Networks to improve the way the needs of local populations are met. Comprehensive and holistic assessments of need will be completed in order to collaboratively identify support



goals and opportunities.

The post holder will support individuals to build independence and personal resilience, enabling self –management of their health and wellbeing. This will be achieved through the creation of Wellbeing plans which will be tailored to individual need. Key to the role will be the ability to build trusting relationships quickly whilst motivating individuals to make sustained changes, working sensitively and overcoming barriers to access.

Wellbeing Co-ordinators will build and develop relationships with a wide range of services and activities in order to address social and health care needs, signposting and offering support to individuals to participate and benefit from community based activity.

This is a unique and exciting opportunity to play a valuable role in the development of the new city-wide, service delivering innovative approaches in a health care setting.

MAIN TASKS:

1.	To complete comprehensive and holistic assessments of need for those referred to the service within agreed timeframes.
2.	To triage referrals and signpost to specialist support quickly where necessary.
3.	To be part of the service’s Duty Management system, working from the central Hub to support general queries, Light Touch interventions and contribute to the overall smooth running of the service.
4.	To work with a caseload of individuals to facilitate access to recommended community-based interventions and programmes of activity that benefit health and wellbeing. To support individuals into provision within agreed timeframes.
5.	To develop collaborative Wellbeing support plans with individuals which promote choice and complement any medical treatment or advice.
6.	To identify any barriers to people accessing services and activities and work with individuals to overcome these.
7.	To use a range of techniques and interventions to support people, including those with long term conditions, to self-manage their health and encourage behavioural and lifestyle change.
8.	To monitor and record outcomes within SystmOne through the use of recognised assessment tools and outcome measures, including SWEMWBS and the Wellbeing Wheel.
9.	To build networks with local community resources such as activities and services that may have an impact on health and wellbeing and support individuals to access these

10.	To develop multi-agency working across communities and voluntary and statutory organisations to improve health and address health inequality
11.	To work closely with Primary Care Networks reviewing pathways in conjunction with the service manager to ensure that provision is of a consistently high quality
12.	To gather and collate statistical and other information and data as required, to report on activity and outcomes and ensure effective qualitative and quantitative monitoring and evaluation of the service
13.	To reflect on practice and participate in team meetings, practice development forums and peer supervision within the consortium
14.	To develop an awareness of local and national developments and best practice in this area of work and to attend relevant conferences, meetings and training events as required
15.	To ensure that client records and other information systems are completed accurately and within agreed timescales.
16.	To ensure that support undertaken is meaningful, respectful, promotes self-determination and is in line with the individual support plan.
17.	To adhere to organisational policies and procedures relating to risk and personal safety.
18.	Any other duties commensurate with the grade and level of responsibility of this post.
19.	Support and mentor Linking Leeds volunteers

PERSON SPECIFICATION

Linking Leeds Wellbeing Co-ordinator

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Community Links and partners do not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential {insert ✓ where appropriate}	Desirable {insert ✓ where appropriate}	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A, I, E
Demonstrate commitment to combatting disadvantage and inequality in health provision	✓		A, I, E
Demonstrate a commitment to enabling and empowering clients to become actively involved in the organisation	✓		A, I, E
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Knowledge & Skills	Essential	Desirable	
Excellent verbal communication skills with the ability to communicate effectively at all levels	✓		A, I, E
Good technical literacy of Microsoft Applications e.g. Word, Excel, and Access etc.	✓		A, I
Good interpersonal skills including listening and display empathy	✓		A, I
Creative, flexible and imaginative approach to working with people with diverse support needs	✓		A, I, E
Understanding of and barriers people face to accessing services and how to overcome them	✓		A, I

Ability to support and motivate people to make sustained changes in their lives	✓		A, I
Ability to reflect on and share practice with peers	✓		A, I
Have access and willingness to use a car together with being in possession of a full current driving license and business insurance		✓	A
Knowledge of a range of community groups and services which support wellbeing		✓	A, I
Knowledge of a range of interventions which support behavioural change e.g. Motivational Interviewing		✓	A
Language skills e.g. Urdu, Polish, BSL, etc.		✓	A
Experience	Essential	Desirable	
Experience of multi-agency working and signposting to appropriate support	✓		A, I
Demonstrable experience of effective planning and organisational skills to deliver targets to deadlines	✓		A, I
Experience of working with people with diverse health and social care needs	✓		A, I
Experience of using recognised assessment tools	✓		A, I
Experience of working with Client Management Systems such as PARIS, P-MIS, RIO etc.		✓	A
Experience of mental health either as service user, carer, worker or volunteer		✓	A, I