

Braid Health and Wellbeing

Job Description;	Community Wellbeing Navigator
Reports to;	CEO of Braid Health and Wellbeing
Salary;	£26,000 to £28,000 pro rata depending on qualifications and experience
Location;	Braid Health and Wellbeing
Hours;	30 (0.8 FTE) hours per week. Hours may include some working in the evening and at weekends

Background & Job Description

Braid Health and Wellbeing (in partnership with West Calder & Harburn CDT) are looking to employ a dynamic self-reliant individual to develop and implement the next stage of their Community Wellbeing Support Service. This initiative utilises a social prescribing and asset based model to support elderly adults with common and long term conditions and/or social care and wellbeing needs to become involved in community activities.

Although led locally by Braid Health and Wellbeing and WCHCDT, this initiative is reliant on a partnership of both local and county-wide organisations to provide tailored services to the wider West Lothian community.

The Community Wellbeing Navigator will have three main goals:

1. To develop partnerships with healthcare professionals and community organisations, with the goal of raising awareness of Braid Health and Wellbeing
2. To develop a small number of community outreach workshops/services
3. To develop a strong evolution process for our services

Being a point of evolution for this initiative, this is an exciting opportunity for the right person to play a key role in a new service which has huge potential and developmental opportunities.

MAIN TASKS

Individual Support

- Seek out new partnership opportunities with healthcare professionals, other charities and community organisations
- Build relationships and rapport with external partners and help develop internal opportunities
- As part of a team, make contact with all people referred into the service
- To offer a 1:1 discussion (problem clarification) session with individual or their carers where necessary assist people to engage with community activities
- Provide a professional service that maintains boundaries, but is warm and respectful
- Maintain individual confidentiality and respects equal rights and diversity
- Develop an evaluation process
- Oversee regular evaluation of clients' progress
- Support the Fundraising and Marketing team in raising awareness of our services
- Implement outreach workshops/services
- Support client's to stay connected remotely through our KOMP devices

- Work potentially at other premises, including GP practice, to deliver Wellbeing 1:1 and/or Emotional Health checks (where appropriate) to individuals from the target community
- Work with staff and managers to inform wider development plans

Administrative Duties

- Log all individuals accessing the service onto the central database in an accurate and timely fashion
- Information logged should include people's demographic information, presenting needs and any other case notes deemed to be appropriate
- Ensure that all paper or computerised records and documentation regarding the service is effectively and securely stored

General duties

- Maintain accurate records to fulfil reporting requirements
- Adhere to all policies including equal opportunity policy and volunteer policy at all times
- Carry out such other duties as deemed appropriate and may be reasonably required by the CEO

PERSON SPECIFICATION

This is an exciting and innovative initiative that will improve the lives of many people with health and social care needs in a local area. This role is a great job opportunity for candidates who have the relevant experience, skill sets, enthusiasm and entrepreneurialism. The post holder will need to be organised, self-motivated, and a quick learner. We have intentionally not been too prescriptive in the person spec but candidates are expected to possess/exhibit the majority of the following:

- self-motivated, enthusiastic and 'can do' attitude
- experience of a customer care environment
- experience of mental health and social care needs or of working with people with mental health needs would be advantageous
- an understanding and commitment to community development principals
- ability to work on one's own initiatives and self-motivated
- excellent interpersonal, networking and communication skills
- excellent standard of literacy and numeracy and IT competency
- strong commitment to teamwork to ensure the tasks required are completed
- ability to work flexibly with other colleagues within the team and partners
- ability to be proactive and to problem solve, including seeking creative or imaginative solutions
- ability to work under pressure and cope effectively and/or support others to cope effectively with difficult situations
- strong ability to ensure confidentiality, data quality and integrity are kept at all times
- commitment and ability to meet set deadlines for report generation and other tasks
- commitment to equality and diversity