

SMI HEALTH CHECKS PROMOTION WORKER Job Description

Salary:	£29,422pa pro rated (Actual £1961/mth for 28 hours per week)
Reporting to:	Service Manager
Accountable to:	Board of Trustees
Hours:	28 hours per week
Location:	Mind in Harrow in central Harrow, home-working for COVID-19
Contract Period:	6 months fixed-term

Background

People living with severe mental illness (SMI) face one of the greatest health inequality gaps in England. This population group is at risk of dying on average up to 15-20 years earlier than the general population, mostly due to preventable physical diseases. This disparity in health outcomes is partly due to physical health needs being overlooked, both in terms of identification and treatment.

Individuals with SMI are not consistently being offered appropriate or timely physical health checks despite this increased risk of poor physical health. They are not being supported to use available health information and advice or to take up tests and interventions that reduce the risk of preventable health conditions.

Mind in Harrow is looking to appoint a passionate individual with a proven commitment to reducing health inequalities and proactively working to reach people from all communities, to join our incredible team.

Aim of the post

- To increase the numbers of people with a SMI (severe mental illness) receiving an annual physical health check in Harrow primary care by 10% (240 people per annum).
- Increase awareness of the importance of the SMI annual physical health check with all stakeholders
- Reduce barriers to people with a SMI receiving annual physical health check
- Promote better, including more culturally-appropriate, coordination of follow-up (“Don’t just screen, intervene”) delivery of or referral to appropriate NICE-recommended interventions through personalised care planning, engagement and psychosocial support.

Key Tasks

- 1) Ensure service user and carer views are embedded in the design and evaluation of the project.
- 2) Promote awareness of the importance of the SMI annual physical health check with patients, their carers, GPs and third sector providers.
- 3) Receive referrals for patients with SMI who have not taken up annual physical health check appointments.
- 4) Assess with the patient their barriers to accessing an appointment.
- 5) Co-produce with the patient a personalised access support plan to address those barriers and undertake actions.
- 6) Work with the CCG Mental Health Commissioner, Primary Care Networks (PCNs), Harrow Council Public Health & third sector providers to:
 - Improve the systems and protocols in place to ensure that annual health checks in the current year and in future years are increased.
 - Promote better coordination of follow-up (“Don’t just screen, intervene”): delivery of or referral to appropriate NICE-recommended interventions through personalised care planning, engagement and psychosocial support.
- 7) Monitor, evaluate and learn from project delivery.
- 8) Manage the project budget
- 9) Ensure all work is undertaken in accordance with equality & diversity, safeguarding, patient confidentiality policies.
- 10) Ensure all work is undertaken in accordance with COVID-19 infection control measures including remote-working as appropriate.
- 11) General duties:
 - Coordinate marketing & engagement activities with other Mind in Harrow staff
 - Maintain record systems in compliance with Data Protection, DBS checks and other legal requirements
 - Promote the work of Mind in Harrow and positive understanding, awareness and attitudes towards mental health.
 - Assist with some Mind in Harrow joint project events and activities.

- Work at all times to promote safeguarding, equality, diversity and individual rights.
- Ensure compliance with the Mind Quality Mark quality standards system.
- To work in line with Mind in Harrow's codes of practice and maintain good relationships internally and externally.
- To work flexibly, being prepared to perform other duties commensurate with the role, which may include new areas of operation following consultation.

SMI Health checks promotion worker Person Specification

	Essential	Desirable
EDUCATION	<ul style="list-style-type: none"> • Tertiary qualification or equivalent experience in health or social care settings • NVQ Level 3, Advanced level or equivalent qualifications or working towards 	<ul style="list-style-type: none"> • Training in motivational coaching and interviewing or equivalent experience
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the personalised care approach • Understanding of the wider determinants of health, including social, economic and environmental factors and their impact on communities, individuals, their families and carers • Knowledge of community development approaches • Knowledge of principles of service user empowerment and co-design/production • Knowledge of safeguarding Adults at Risk procedures • Understanding of and commitment to promoting Equality and Diversity • Knowledge of Confidentiality & GDPR policies and practices 	<ul style="list-style-type: none"> • CRM databases for record- keeping • Local knowledge of VCSE and community services in Harrow • Knowledge of how the NHS works, including primary care
SKILLS	<ul style="list-style-type: none"> • Ability to actively listen, empathise with people and provide person-centred support in a non-judgemental way • Ability to identify risk and assess/manage risk when working with individuals • Have a strong awareness and understanding of when it is appropriate or necessary to refer people back to other health professionals/ agencies, when what the person needs is beyond the scope of the SMI Health checks promotion worker – e.g. when there is a mental health need requiring a qualified practitioner • Ability to communicate effectively to a high standard, both verbally and in writing, with people, their families, carers, community groups, partner agencies and stakeholders • Able to work from an asset-based approach, building on existing community and personal assets • Ability to maintain effective working relationships and to promote collaborative practice with all colleagues and local agencies (including VCSE organisations and community groups). • Able to work with others to reduce hierarchies and find creative solutions to community issues 	

	<ul style="list-style-type: none"> • Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines • Ability to use word processing skills, emails and the internet to create simple plans and reports • Good working knowledge of digital platforms for remote-working (eg WhatsApp, Zoom, Microsoft Teams) 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working directly in a community development context, adult health and social care, learning support or public health/health improvement (including unpaid work) • Experience of supporting people, their families and carers in a related role (including unpaid work) • Experience of supporting people with their mental health, either in a paid, unpaid or informal capacity • Experience of working with the VCSE sector (in a paid or unpaid capacity), including with volunteers and small community groups • Experience of data collection and using tools to measure the impact of services • Experience of partnership/collaborative working and of building relationships across a variety of organisations • Developing information resources 	<ul style="list-style-type: none"> • Engaging with senior decision-makers in the statutory sector
Special Conditions	<ul style="list-style-type: none"> • Ability to work flexibly in order to meet the needs of the organisation, which may include some evening and weekend working 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Empathy for the experiences of people with mental health issues • Reflective and creative thinker • Punctual and reliable • Able to get along with people from all backgrounds and communities, respecting lifestyles and diversity • Commitment to reducing health inequalities and proactively working to reach people from all communities • Can demonstrate personal accountability, emotional resilience and ability to work well under pressure 	

Additional Information

Evidence of Right to Work

Mind in Harrow has a legal responsibility to check that its employees have the right to work in the UK. The successful candidate will therefore be required to provide documentation to prove that they have permission to work in the UK. Such documents may include one or more of the following, as appropriate:

- National insurance number
- Birth Certificate or British passport
- Certificate of registration or naturalisation as a British citizen
- Passport or documentation evidencing citizenship of an EEA country

A full list of acceptable documents is available on the UK Government website www.gov.uk

Disclosure and Barring Service (DBS) check

This post is subject to an Enhanced DBS check because the post holder will be working with some vulnerable adults. We comply with the DBS Code of Practice and undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. A copy of our *Recruitment of ex-offenders* policy is available on request. We require all applicants to provide details of any criminal record at the earliest stage in the application process. Therefore we request that this information be sent under separate cover marked 'Strictly Private & Confidential' to Sona Barbosa, Service Manager s.barbosa@mindinharrow.org.uk

Appointment:

The appointment is for a fixed-term 6 month period and subject to 3 months' probationary period

Salary (including Outer London Weighting)

£29,422pa pro rated (actual £1961/mth)

28 hours per week

MiH pt29

Hours of work

Mind in Harrow operates a flexible working hour scheme whereby staff can vary the time they start and finish work within the parameters agreed by their line-manager. The normal hours of work are 9.00 am to 5.00pm, however this post may include some evening and weekend working.

Holidays (including Public Holidays)

26 days pro rata, plus public holidays.

Pension scheme

Mind in Harrow operates an Occupational Pension Scheme with the Pensions Trust and makes employer contributions at 4% of gross salary.

Training allowance

We offer all staff a person-centred approach to Continuous Professional Development (CPD) through access to an annual individual training allowance calculated as 4% of gross pay.

Sick pay:

Mind in Harrow offers a sickness benefit scheme in additional to Statutory Sick Pay.

Application forms should be returned to email info@mindinharrow.org.uk

Please note that the closing date for applications is:

Tuesday, 4th May at 9am

Interviews to be held on:

Week commencing 10th May