

Head Office: Unit 1, Thames Court, 2 Richfield Avenue, Reading RG1 8EQ

JOB DESCRIPTION

Community Healthcare Assistant 0-19 (25) Service - Slough

Employing organisation: Solutions 4 Health
Contract Type: Full time, permanent
Salary: £16,698 - £19,852 -pro-rata to term time only
Place of Work: Slough
Responsible to: Clinical Team Lead
Company Division: Healthcare
Closing date: 28th November 2017

Please note if you have not heard within 6 weeks of the closing date you have not been successful on this occasion.

Job Purpose

We are looking for energetic and friendly team players to join our public health nursing services in Slough. The post holder will be required to assist in the provision of healthcare to school age children in relation to screening programmes and public health promotional activities.

MAIN DUTIES AND RESPONSIBILITIES

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

- Support the public health nursing team at health promotion activities as required
- Input data onto electronic systems within the school nursing service
- Undertake vision, hearing and growth screening under the supervision of the Specialist Community Public Health Nurse
- To provide administrative support
- Send and collect school health questionnaires
- Assist in collecting data for research and clinical audit
- To attend training as required, taking responsibility for own personal development
- Attend staff meetings and group clinical supervision
- Report any accidents or incidents of any kind to a school nurse or manager
- Presentations as required
- Assist with drop in services under supervision of the Specialist Community Public Health Nurse
- Participate as an active member of the healthcare team
- Organise own day-to-day work tasks (with support available)
- Contribute to the smooth and efficient running of the service

Additional Information

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Information Governance

Employees of S4H must comply with the provisions of the Data Protection Act 1998. The post holder must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.

The post holder will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

The post holder must comply with S4H policies that protect the information assets of the organisation from unauthorised disclosure, modification, destruction, inappropriate access or use.

The post holder will be responsible for maintaining all clinical and/or corporate records that fall within the remit of this role to the standards in S4H's records management policies, and data quality processes and standards.

Health & Safety

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfill a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Safeguarding is Everyone's Business

S4H has a responsibility to ensure that all children, young people and adults are adequately safeguarded and protected. As a consequence, all S4H employees, temporary staff and volunteers are required to adhere to S4H safeguarding policies and procedures in addition to local and national safeguarding policies and to act upon any concerns in accordance with them.

For children you should be aware of your responsibilities detailed in the '4 Local Safeguarding Children Boards Child Protection Procedures' and for adults as detailed in the Care and Support Statutory Guidance issued under the Care Act (2014).

Training & Professional Development

The post holder will work within the NMC Code of Professional Conduct and demonstrate relevant professional development activities including CPD, clinical updates, attendance at Journal clubs and production of portfolios.

The post holder must attend any training that is identified as mandatory to their role.

Clinical Supervision

It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development. Clinical Supervision will be monitored via agreed review and appraisal mechanisms.

Equality, Diversity & Human Rights

It is the responsibility of every person to act in ways to support equality and diversity and to respect human rights, working within the spirit and detail of legislation including the Equality Act 2010 and the Human Rights Act 1998. S4H is an equal opportunities employer and aims to challenge discrimination, promote equality and respect human rights.

Quality & Risk

S4H requires all of its employees to actively participate in quality improvement and risk management, both at a professional level and service level. The post holder will therefore be required to participate in quality and risk programs as an integral part of their position.

Confidentiality

S4H employees are required to exercise discretion and maintain confidentiality at all times.

The range of duties and responsibilities outlined above are indicative only and are intended to give an overview of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

ELIGIBILITY TO WORK IN THE UK

All applicants must be eligible to work in the UK. We only accept applications from candidates who are legally entitled to work in the UK.

EQUAL OPPORTUNITIES

Solutions 4 Health is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand, comply with and promote the Equal Opportunities Policy, avoiding behaviours which discriminate against colleagues, potential employees, clients or patients on the grounds of sex, marital status, race, age, sexuality, colour, nationality, ethnic or national origin, religion or disability.

DISCLOSURE AND BARRING SERVICE CHECK

All Solutions 4 Health employees either in direct contact with patients and/or with access to patient data are required to pass a Disclosure and Barring Service (DBS) check.

It is a requirement of this post that you undertake an enhanced DBS check, and you will be asked to complete and sign a Disclosure Form giving permission for the



screening to take place. If you refuse to sign the form your appointment will not be progressed further.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS

Solutions 4 Health is committed to safeguarding and promoting the welfare of children and vulnerable adults. This is defined as protecting children and vulnerable adults from maltreatment, preventing impairment of their health or development and ensuring that their domestic and social circumstances are consistent with the provision of safe and effective care.

NO SMOKING POLICY

Solutions 4 Health has a No Smoking Policy, which does not allow smoking by staff or visitors on any of our premises.

PERSON SPECIFICATION

Community Healthcare Assistant 0-19 (25) Service - Slough

Essential Criteria:

Information & Communication Technology

- Computer/keyboard skills (sufficient to send/receive emails, document activities in Electronic Patient Record).

Communication

- Good written and spoken English – able to communicate clearly and succinctly to patients and colleagues.
- Legible handwriting – able to maintain accurate records/documentation.
- Able to work effectively as part of a team.
- Able to empathise and communicate with sensitivity.

Personal Attributes

- Access to vehicle for work purposes.
- Clean, tidy, professional appearance
- Team player
- Able to organise own work load with support
- Able to work in an environment which can be emotionally challenging
- Able to work under pressure and concentrate when being frequently interrupted
- Good time-keeping and time management.
- Able to make basic judgements, assessments and evaluations involving a range of facts or situations, some requiring analysis; resolving day-to-day issues

Desirable Criteria:

Knowledge

- Experience of working in a healthcare setting
- It would be advantageous for applicants to have experience equivalent to a level 2 Diploma/NVQ in Health and Social Care on application, but this is not essential