



www.solutions4health.co.uk

UK Offices: Ashfield Health and Wellbeing Centre, Kirkby in Ashfield, Notts, NG17 7AE
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Lansdowne Building, Lansdowne Road, Croydon, CR9 2ER
Suite 9, Tower House Business Centre, Fishergate, York, YO10 4UA
The Old Brewery, Castle Eden, Hartlepool, Cleveland, TS27 4SU
Unit 3, The Greenhouse, Greencroft Industrial Park, Stanley, DH10 7XN
Voluntary Action North Lincolnshire, 4-6 Roberts Street, Scunthorpe, DN16 6NG
15 Olympic Court, Whitehills Business Park, Boardmans Way, Blackpool, FY4 5GU
7200 The Quorum, Oxford Business Park, Garsington Road, Oxford, OX4 2JZ

JOB DESCRIPTION FOR

Health Check and Smoking Cessation Support Worker

Employing organisation:	Solutions4Health Ltd
Contract Type:	Fixed term to September 2019
	Sessional Contract
Salary:	£10 per hour
Place of Work:	Dudley
Responsible to:	Local Service Manager
Company Division:	Healthcare

Please send your CV and covering letter to: recruitment@solutions4health.co.uk

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

JOB SUMMARY

The Dudley Integrated Adult Wellness Service is designed to provide a holistic lifestyle support to the residents of Dudley through a single point of access, using a targeted approach. This includes the provision of the following support:

- Stop smoking
- Tier 2-3 weight management
- Wellness coaches
- Healthy eating
- Physical activity
- NHS Health Checks (Outreach only)

The NHS Health Checks and smoking cessation outreach support worker position is a new post which exists to support the operational delivery of the NHS Health Checks and smoking cessation services in local places of worship, ensuring the smooth operation of a range of support processes, including the delivery of health checks, smoking cessation advice, ordering and stock management and data entry duties.

The role is central to the effective operation of all three local teams and will require high levels of organisation, bespoke language and communication skills, IT literacy and a



positive approach to customer service. Full training will be provided to ensure the post-holder is competent to deliver health checks and smoking cessation to the agreed local and national pathways.

As the post holder will be working solely with male groups in mosques and temples knowledge of the faith's teaching will be a prerequisite. The post-holder must also be able to drive the Wellness on Wheels vehicles and be flexible.

Main Duties and Responsibilities

- Work collaboratively with the Health Check and smoking cessation leads in each area by organising and coordinating service delivery requirements with local mosques and temples
- Direct provision of Health Checks and smoking cessation; ordering consumables, taking clients through the local processes, entering results of health checks and smoking cessation directly onto the integrated healthcare database and referring people to local services
- Providing translation for clients who would otherwise not access the service through being proficient in spoken Urdu, Punjabi and Hindi
- Contribute to team effort by accomplishing targets for the BME communities in Dudley.
- Organise specialist health checks or smoking cessation update training.
- Oversee the monthly Health Checks equipment audit.
- Provide support to targeted outreach events to support BME communities in Dudley.
- Answering phone professionally and helping to organise the booking system within the project.
- To ensure the Company Policies are followed accordingly.
- Any other duties requested by the line Manager.
- Support the Website and Social Media with case studies as requested

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 staff (whether employed or self-employed) 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 for Outreach Health Check and Smoking Cessation Support Worker

Essential

- Health check and smoking cessation delivery skills to national standards
- Trustworthy, honest with confidential information and meeting critical deadlines.
- Proven track record of efficient care work related to the role description.
- Good organisational skills, able to develop and implement efficient procedures, fluent in use of both paper and computer based systems (MS word, Excel and Outlook)
- Ability to work under pressure and with difficult situations.
- Motivation and ability to work both independently and collaboratively with senior management, core team, volunteers and Mosque management board members.
- Able to communicate effectively with team members other stakeholders, professionals, customers, face to face, by telephone, email and letter.
- Excellent customer service skills – able to deal well with people.
- Quick learner, committed to continuing development of your own skills.
- Good attention to detail and able to prioritise in a busy environment

Desirable

- Previous experience of working within various sectors, including experience of delivery of publicly funded projects.
- General academic qualifications, demonstrating intellectual ability, and good numeracy and literacy.
- Role specific qualifications, including, secretarial, and managerial.
- Medical or social care background
- Fluent in Urdu, Hindi and Punjabi
- Knowledge of different faiths and how to improve health literacy
- Understanding of the barriers to uptake and how to overcome them