



JOB DESCRIPTION FOR

Stop Smoking Advisor

Reporting to:	Samantha O'Loughlin
Salary:	£10.50 per hour (£21,840 pro rota)
Location:	Liverpool
Contract type:	Part time - 4 hours per week
Travel:	Travelling to community venues within Liverpool

JOB SUMMARY

Solutions4Health have been commissioned to deliver a high quality, efficient and effective Stop Smoking Service in Liverpool to reduce health and social inequalities.

The Stop Smoking Advisor will work to enhance the support offered by the Stop Smoking Service 'Smokefree Liverpool' in delivering community outreach activities across the borough primarily working to target hard to reach community groups including Eastern European groups.

The role will provide a vital link to communicate, engage and raise awareness of Smokefree Liverpool whilst offering a programme of support to help community members quit smoking. The role requires someone with previous experience of community engagement and a strong understanding of the needs of Eastern European communities.

As the post holder will be working primarily with Polish communities, they must be able to speak the Polish language fluently.

The Stop Smoking Advisor will be fully trained and mentored by the Service.

MAIN DUTIES AND RESPONSIBILITIES

1. Explain to clients the principles of our Stop Smoking Services so that they can make an informed choice to stop smoking.
2. Motivate and empower clients to make behaviour changes.



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3. Plan and organise their own workload including the management of a client caseload
4. Flexibility with hours including weekend work to access specific Eastern European communities.
5. Proactive and creative in delivering support to members of Eastern European communities
6. Setting up and delivering weekly support sessions from a variety of venues accessible for Eastern European communities
7. Developing strong connections with local community groups working with Eastern European communities
8. Delivering telephone support to clients from within targeted Eastern European communities and offering Face-Face support when service offer resumes in community
9. Provide a high quality, efficient service throughout a diverse range of community settings
10. Monitor outcomes of treatment programmes and record on Service database.
11. Ensure a commitment to their own personal development by keeping up to date with research and best practice.
12. Attend virtual team meetings and relevant training sessions.
13. To actively participate in promotional events
14. Offering very brief advice to smokers who are thinking about quitting smoking.
15. To be proactive in offering discussions and carbon monoxide readings to smokers and notify them of the service we offer, encouraging them to try to quit.
16. Where possible, providing translation for clients who would otherwise not access the service through being proficient in additional languages
17. Contribute to team effort by accomplishing targets for the Black and Minority ethnic (BAME) communities in Liverpool.
18. Provide targeted outreach events to support BAME communities in Liverpool.



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.

OCCUPATIONAL HEALTH CLEARANCE AND IMMUNISATION

The post may be subject to Occupational Health clearance, and immunisation against certain diseases may be required. These will be discussed with you during the recruitment process where applicable.



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Person Specification for Stop Smoking Advisor

Essential

- Motivated and friendly individual with the ability to communicate to all people in the community
- Passion for helping people to make positive changes
- Empathetic towards others thoughts and feelings
- Proactive in starting discussions around stopping smoking
- Knowledge of Eastern European communities in Liverpool
- Experience of working with people from a variety of backgrounds.
- Excellent communication skills
- Ability to prioritise workload and time management skills
- Ability to work flexibly to meet the needs of the service
- Motivation and ability to work both independently and collaboratively with local organisations working with BAME community groups
- Ability to communicate fluently in English and Polish

Desirable

- Previous Smoking Cessation or health promotion experience
- Experience and understanding of the principles of smoking cessation, the harmful effects of smoking and why people smoke or equivalent health improvement environment
- Knowledge of behaviour change models
- Knowledge of Stop Smoking and tobacco control policies
- The ability to speak additional languages
- Driving license
- Knowledge of different faiths and how to improve health literacy
- Understanding of the barriers to uptake and how to overcome them