



## **JOB DESCRIPTION FOR**

# **Wellness Coach – Let's Get Healthy Dudley**

Reporting to: Coordinator/Service Manager  
Salary: £19k  
Location: Dudley  
Contract type: Full time – 40 hours (May be required to work some evenings and weekends)  
Travel: Travelling to various locations within Dudley Borough

## **JOB SUMMARY**

This is a diverse role for a candidate with demonstrable skills and experience in supporting and/or delivering a range of lifestyle behaviour change programmes. The post holder will be a key member of the Integrated Adult Wellness Service in Dudley, where there are significant health inequalities and levels of deprivation, (e.g. 66.5% of adults are overweight or obese, and 23.2% of population live in areas in the 20% most deprived in England, including Dudley, Pensnett, Netherton and Brierley Hill, and parts of Coseley, Lye, Halesowen and Stourbridge).

Working as a key member of the service delivery team, the main elements of this role will include:

- Supporting the provision of a single point of access for all targeted lifestyle services via telephone and online with self-help and key links to other local support and services.
- Supporting the delivery of an assessment/ triage tool to assess people's wellness needs and readiness to change.
- Supporting and directly providing where appropriate, targeted lifestyle services such as: Motivational Interviewing, Health Trainers, Healthy Eating, NHS Community Health Checks, Stop Smoking & Weight Management.
- Supporting the provision of a strength based, social prescribing/ community navigation approach that acknowledges and builds upon the strengths, skills and capacities of local residents to live healthy lives. (Which will require a high level of knowledge about local services and support available.).

## **MAIN DUTIES AND RESPONSIBILITIES**

The candidate will be required to:



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- Support the provision of a robust assessment and triage process that empowers residents accessing the IAWS to identify their lifestyle risks, readiness to change behaviour, set realistic goals, self-support and signpost to other agencies for information, advice & guidance about local resources and activities. Key tasks will include:
  - Screening residents using the agreed eligibility criteria;
  - Identifying residents' lifestyle issue(s) they want to change using a health risk assessment tool;
  - Assessing what level and type of support residents may require, their motivation and readiness to change, their unhealthy lifestyle behaviour(s), and their ability and confidence to self-manage their behaviour change;
  - Delivering motivational interventions and brief advice on a range of lifestyles issues and agree specific wellbeing goals to be monitored by the service, provide indirect support and follow up for residents who do not require onwards referral to more targeted support;
  - Navigating residents who are able to self-manage and take personal responsibility for their own behaviour change to universal information, advice and guidance, access to self-help tools and community prevention programmes.
  - Facilitating external and internal referrals, using triage assessment tools and relevant booking mechanisms;
  - Accurate data recording and monitoring for all areas of the role.
- Provide brief advice on: healthy lifestyles, information and guidance around stop smoking, alcohol use (using Audit C), weight management, healthy eating, physical activity and mental health/ wellbeing. Direct residents to specific services, such as the winter warmth service or the self-management programme.
- Promote access to universal support on a wide range of health issues via accredited websites, Apps and local activities.
- Promote trusted self-help resources in order to encourage local residents to take more personal responsibility for their lifestyle behaviour change(s).
- Utilise local directories to identify local lifestyle support, activities and services that will benefit local residents accessing IAWS.
- Assist with the planning, co-development and delivery of culturally appropriate healthy lifestyle resources and interventions to meet the needs of local residents.
- Support the promotion of healthy lifestyle and social media/ Public Health campaigns

## Targeted Lifestyle Support



The candidate where required will deliver support as follows:

### **Weight Management and Healthy Eating**

(Programmes include Shapeup4life and Cook4life)

Assist with the development and delivery of a Tier 2 weight management programme and healthy eating support. This will include both 1:1 and group interventions, to support and empower people with healthy eating and physical activity.

### **NHS Community Health Checks**

Assist with the early identification of vascular disease. Assess and communicate vascular risk by completing NHS community health checks.

Key tasks will include:

- Identifying those eligible for an NHS Health Check in community and workplace settings;
- Delivery of an NHS Health Check that meets national and local quality standards; (BP, BMI, HbA1c and cholesterol ratio testing)
- Communication of risk and the offer of advice and referral;
- Recording of the health check complying with the NHS Document and Records Management Policy and transfer of data to the GP practice record to comply with Caldecott Guidance.

### **Stop Smoking Service**

#### **Support with delivery of smoking Cessation programme**

- 1:1 or group support through weekly appointments.
- Providing clients with a combination of behavioural support and licensed pharmacotherapy (NRT/Champix)
- CO monitor testing to validate smoking status and use as a motivational tool

### **Additional Specialist Support**

For local residents that may need an alternative or a more specialist service that is beyond the scope of the IAWS, the post holder will support the person by:

- Discussing and agreeing their needs
- Reviewing the choice of the alternative or more specialised services available to further support them
- Making a referral and / or providing information to enable the resident to access alternative or more specialised service via other means (e.g. via GP referral).

The candidate will be expected to work closely with Dudley Public Health and in conjunction with:

- General Practices, Pharmacies, Clinical Commissioning Group, Opticians, Dudley Group of Hospitals
- Dudley & Walsall Mental Health Trust, MIND
- Allied Health Professionals



- Voluntary, Faith and Community organisations
- Other departments within DMBC for example Adult Social Care, Learning Disability Teams, Libraries
- Dudley Young People's Integrated Services

### **Monitoring and Evaluation**

The post holder will be expected to record and report their service activities for regular contact monitoring and performance meetings, as well as quarterly and annual reports.

### **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.

### **Person Specification for**

## Wellness Coach Dudley

	ESSENTIAL	DESIRABLE
<b>Education and Qualification</b>		
Understanding Behaviour change (health & wellbeing)	X	<b>Competency based training qualification or 2 years experience</b>
Evidence of continuous professional development	X	
Educated to Degree level or equivalent relevant experience in Public Health/Health Improvement	X	
REPS level 2 or 3		X
Certified NCSCT Practitioner		X
NCSCT level 1 and 2		X
NHS Health Check Training Completed		X
Level 3 Health Trainer Qualification or equivalent		X
Food Hygiene Level 1 and 2		X
First Aid Qualification		X
<b>Experience</b>		
Experience of working in either a clinic, healthcare or community setting	X	
Experience of working within all or one of the following: Stop Smoking Services, Health Checks, Nutrition or Weight Management	X	
Experience of understanding evaluation and monitoring	X	
Experience of working with people from a variety of backgrounds	X	
Working in partnership across agencies		X
Supporting or writing of reports/updates	X	
Working with populations with poorer health outcomes		X
Experience of adapting methods of work to improve quality and consistency	X	
<b>Knowledge</b>		
Knowledge and understanding of: The wider determinants of health, health inequalities and barriers to health improvement	X	
Knowledge of health promotion	X	
Knowledge of the work of the NHS and local government in relation to Public Health	X	
Understanding of the principles and practice of client confidentiality	X	
Knowledge of behaviour change approaches	X	



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Knowledge of integrated health improvement service delivery	X	
Knowledge of behaviour change models	X	
Knowledge of the problems faced by socially disadvantaged sectors of the community	X	
Understanding of the impact of inequalities and deprivation on health	X	
Working knowledge of issues regarding information governance and management	X	
Working knowledge regarding safeguarding processes and policies	X	
Knowledge of food packaging and Public Health legislation that encourages healthy eating		X
<b>Skills</b>		
Excellent communication and interaction skills	X	
Excellent time management	X	
Ability to work independently and as part of a team	X	
Excellent organisational skills	X	
Commitment to provide an efficient service	X	
<b>Other</b>		
Flexibility to work on alternative days of the week to cover holidays and meet service needs when required (shift pattern may include some evening and weekend working)	X	
Enthusiastic and self-motivating	X	
Flexible approach to working hours	X	
Willingness to undertake further training and development	X	
Vehicle available for work	X	
Ability to lift and handle equipment	X	
Willingness to undertake any other duties in line with service requirements	X	
Knowledge and understanding of effective customer care	X	