

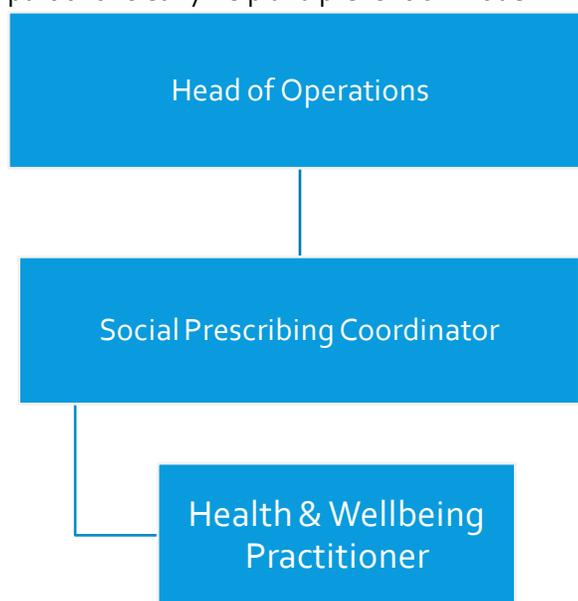
# SHEFFIELD FUTURES JOB DESCRIPTION

## HEALTH AND WELLBEING PRACTITIONER

<b>Job Title:</b>	Health and Wellbeing Practitioner
<b>Grade:</b>	4009 Point 13
<b>Department / Site Location:</b>	Flexible, within Schools & GP surgeries, Sheffield
<b>Report To:</b>	Social Prescribing Coordinator
<b>Responsible For:</b>	N/A
<b>Version Date:</b>	V2.0 11/09/2020

## JOB SUMMARY

The post holder will work as part of a multi-disciplinary team to provide early intervention emotional wellbeing support young people aged 13-25. This exciting role will involve supporting young people's health and wellbeing as part of a wider organisational development to deliver Youth Information, Advice, Counselling and Support (YIACS) services, based at our specialist young people's 'one stop shop' in the city centre. The service aims to improve access to emotional, psychological, physical and wider wellbeing interventions for all young people, particularly those from vulnerable groups that may experience barriers to accessing support, or who require support through periods of transition. The role will involve working closely with a range of partner organisations, both voluntary and statutory (including CAMHS, AMHS and counselling providers) to ensure that young people receive the right support at the right time, as part of this early help and prevention model.



**KEY RESPONSIBILITIES****Operational**

- To deliver a robust and effective model of assertive engagement, screening, signposting and support for young people in a timely and appropriate manner
- To deliver drop in and duty services to young people, working as part of a multi-agency team
- To holistically screen and assess needs of young people to effectively identify areas where support is required, assuming a strengths based model
- Build positive, trusting relationships with young people that supports them to engage in appropriate services and specialist interventions as appropriate
- To signpost, refer and supportively bridge young people into appropriate services and partner agency support, ensuring follow up of referrals takes place
- To support and advise during the young person's transition between services and respond appropriately to young people's needs, liaising and corresponding to all necessary internal and external people and agencies
- To develop and deliver appropriate activities and groups that support young people's wellbeing
- To support the development and delivery of creative and interactive interventions with young people that supports their wellbeing
- To support the development of and facilitate effective group – work programs and activities that meets the needs of young people - using evidence based models
- To promote and ensure the safeguarding of young people, particularly those who may be classed as vulnerable or at risk of harm
- To effectively advocate for the needs and rights of young people
- To maintain professional boundaries at all times
- Work collaboratively with young people and colleagues to support young people's involvement in the YIACS model, ensuring young people's voice and influence is at the heart of the relationship
- To work flexibly, including some evenings and weekend delivery, to ensure that the needs of young people are met
- To work from a range of venues as required and to follow lone working and health and safety policies and procedures at all times
- Keep abreast of and work within developments in services, legal / legislative changes and requirements, and good practice relevant to your role
- Understand, uphold and work within the values of Sheffield Futures and the ethos, aims and objectives of the Youth Information Advice Counselling and Support services model

### People Management

- This role will not involve line managing others however the post holder may be required to supervise volunteers

### Business and Relationship Management

- To support the service and the organisation to meet commissioned targets and outcomes, including reporting requirements
- To undertake all necessary administrative tasks such as maintenance of accurate records, database entries, case notes or forms that meet the requirements of the organisation, our stakeholders and legal requirements
- To complete set tasks and projects within agreed timescales and to anticipate and notify your supervisor of problems in meeting set deadlines
- To build positive and constructive working relationships with both internal and external people and agencies, to support effective pathways and communication between voluntary and statutory sectors

### Communications

- To perform co-operatively as a multi-agency team member to support colleagues and team objectives, to ensure effective working relationships
- Work effectively alongside and communicate with team members and wider Sheffield Futures employees.
- To communicate with families and carers, in collaboration with young people, to obtain parental consent for those under the age of 16, ensuring a clear explanation of consent and competency guidelines is given
- To ensure that young people under the age of 16 are Gillick competent where relevant, and understands the issues around sex and sexual health, if providing any information, advice or services around sexual health and wellbeing.
- Promote and positively represent the service internally and externally, communicating its ethos and values
- Communicate professionally when dealing with other agencies and partners
- Undertake such other duties as reasonably requested by your manager, to support effective team working

### Financial Management

- Keep accurate records of expenses / project spend where relevant, including abiding by relevant policies and procedures

### General

- To plan, prepare for and pro-actively engage in supervision and appraisals with your supervisor
- To pro-actively manage your own continuous professional development and seek to improve your own skills and knowledge through a variety of learning opportunities
- To observe professional standards of good practice in all aspects of your work undertaken on behalf of the organisation
- Notify your manager of any occurrences which may affect the service or reputation of the organisation
- Represent the organisation positively and professionally, raise the profile of Sheffield Futures and promote its charitable aims
- In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.
- The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues or visitors who might be affected by any act or failure to act by the post holder in accordance with Health and Safety at Work.
- The post holder is required to carry out their duties and responsibilities at all times with adherence to Sheffield Futures policies and procedures, in particular those relating to equality and diversity, dignity and respect, Safeguarding and Health and Safety.
- Ensure confidentiality around service users and staff members is maintained at all times.
- Whilst this post is based at a specified location there will be a requirement on occasion to work at other locations as determined by the need to maintain appropriate levels of service provision and respond to organisational change and development.
- This job description is not inflexible. It is an outline and account of the main duties of the post at the time of writing and does not form part of the contract of employment.

### PERSON SPECIFICATION – HEALTH AND WELLBEING PRACTITIONER

	Essential	Desirable
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• Qualified to Level 3 or above in youth, health or social care related discipline</li> <li>• 5 GCSE's Grades A-C</li> </ul>	<ul style="list-style-type: none"> <li>• Youth work qualification</li> <li>• Qualifications or training in mental health</li> </ul>
<b>Experience / skills / specialist knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of engaging and working with young people</li> <li>• Ability to communicate with young people in plain, jargon free language</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working therapeutically with young people</li> <li>• Knowledge of approaches, tools and techniques that</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of the issues facing young people, vulnerabilities and presenting issues</li> <li>• Demonstrable organisational and time management skills</li> <li>• Excellent IT skills and knowledge of Microsoft office programmes Experience of multi-agency working to ensure young people’s needs are met</li> <li>• Knowledge of safeguarding and referral processes</li> </ul>	<p>support young people’s emotional wellbeing</p>
<p><b>Special aptitude / ability</b></p>	<ul style="list-style-type: none"> <li>• Ability to engage with and empower young people to overcome challenges</li> <li>• Self-motivated and enthusiastic</li> <li>• Able to see the potential in individual young people</li> <li>• Flexible and adaptable</li> <li>• Commitment to delivering high quality services that meet the highest standards of care</li> <li>• Resourceful, resilient and determined attitude</li> <li>• Able to integrate young people into their community</li> <li>• Ability to start and manage new projects that support the needs of young people holistically</li> </ul>	<ul style="list-style-type: none"> <li>• Shares in the values and ethos of Sheffield Futures</li> </ul>
<p><b>Jobholder Signature:</b> _____</p> <p><b>Supervisor / Manager Signature:</b> _____</p>		

**Date:** \_\_\_\_\_