

**Job Description**

**Be Well Link Worker**

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| Responsible to | Team Coordinator |
| Salary | £ 19,698 NJC 6 |
| Hours per week | 35 |
| Annual Leave per annum | 25 (rising to 30 days after 5 years) |
| Main base | Zion Centre |
| Contract | Permanent |
| Level of DBS check | Enhanced |

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| Main aims of the post |
| Working within the Be Well Service you will work with individuals who have been assessed as needing low level support to achieve their health and wellbeing goals. Participants you will work with will have three or fewer issues which are preventing them from making changes and will be typically more motivated to make changes. You will:     * manage a case load of clients with multiple lifestyle health issues * deliver a range of evidence based one-to-one or group interventions * support events within the community * promote the service, and where necessary to generate referrals. |

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| Main duties of the post |
| 1. To use a range of evidence based tools and techniques to set goals and motivate participants |
| 1. To manage a varied caseload of clients |
| 1. To collate performance data as necessary |
| 1. To develop effective relationships with a range of external organisations and agencies |
| 1. To promote the service to communities and agencies as appropriate |
| 1. To ensure clients are signposted and referred to relevant services to meet their need |
| 1. To keep accurate and up to date records of clients’ records |
| 1. To ensure quality standards are adhered to and met and that audits are passed |
| 1. To work with volunteers and support volunteering in the service |
| 1. To ensure all statutory responsibilities are followed and reported as required |
| 1. To assist in the continual improvement of the service and its outcomes |

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| General work related expectations |
| 1. To work within the Big Life group’s values ethos and vision |
| 1. To contribute to the development of the Big Life group |
| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding |
| 1. To commit to own personal development and attend training or development activities as required |
| 1. To work in accordance with all relevant legislation |
| 1. To undergo regular supervision and at least an annual appraisal |
| 1. To undertake any other duties as required, and as appropriate to the post |



**Person Specification**

**Be Well Link Worker**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; G= Group Assessment

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of building relationships with people facing a range of barriers and social issues | A/G |
| 1. Experience of managing a caseload of participants and keeping up to date records using a database (desirable) | A/I/G |
| 1. Experience of working with individuals, professionally or personally, to help them achieve their goals | A/I/G |
| **2.Skills** |  |
| 1. Ability to use a database/ability to learn how to use a database | G |
| 1. Ability to manage a varied work load effectively | I/G |
| 1. Ability to work well across a range of different subject areas such as housing, mental health, education and debt management for example | A/I |
| 1. Ability to work with people from a range of agencies and organisations to develop effective working relationships | A/I |
| **3.Knowledge** |  |
| 1. Knowledge of the assets, barriers and issues facing the community | I/G |
| 1. Knowledge of the local area your service is based in (community groups, services available as well as local demographics) | I/G |
| **4. Personal** |  |
| 1. Positive and outlook and a ‘can do’ attitude | A/I/G |
| 1. Personal resilience and flexible attitude in the face of difficulties | I/G |
| 1. Commitment to working towards the Big Life group’s ethos and values, including having a non-judgemental approach | I/G |
| 1. Commitment to personal development and willingness to regularly update skills and experience | I/G |