

JOB DESCRIPTION

POST TITLE:	Community Nursery Nurse
BAND:	4
HOURS:	Full or Part time
LOCATION:	Luton and Bedfordshire
REPORTING TO:	Health Visiting Team Leads
RESPONSIBLE TO:	Health Visiting Team Leads
ACCOUNTABLE TO:	0-19 Service Manager

Cambridgeshire Community Services NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Purpose:

As an effective member of the 0-19 team, with a focus on 0-5 years, the community nursery nurse will support with delivery of the healthy child programme to a defined population. Using an evidenced based and needs led service, the post holder will offer packages of care in a variety of community settings, which include child health clinic, home, early years settings and children's centres.

Main Duties and Responsibilities

1. Assist in the delivery and planning of programmes/activities either with individual parents/carers or groups of parents/carers which aim to strengthen their attachment and knowledge to improve outcomes for children.
2. Assist in the planning and delivery of programmes and activities to meet the service specific targets identified, such as; breastfeeding promotion, smoking cessation, obesity/healthy eating, parenting programmes, speech and language, family health promotion activities, school readiness, and developmental assessments.
3. Work in partnership with parents/carers, families, and multi-disciplinary colleagues to maximise service delivery and to maintain effective relationships and communication.
4. Support families in accessing advice and guidance regarding childcare and child-related information
5. Support by information sharing as required for Child Protection case conferences and core group meetings adhering to the Local Safeguarding Children's Board Policies and Procedures.
6. Safely maintain confidential, professional records which are accurate, relevant, up to date and legible. E.g. Child Protection/Early Help Assessment
7. Provide direct support and guidance to identified families in their homes or community locations and the promotion of their health and wellbeing
8. Working in collaboration with the Health Visitor and partner agencies e.g. Flying Start Children's Centre to provide a safe and effective service to children and their families.

Communication

1. Create, maintain and enhance effective working relationships within the team, with other staff, and other agencies.
2. Promote multiagency working to provide best care for families and young people.
3. Keep accurate and contemporaneous records.
4. Deliver high quality, evidenced based information to families, individually and in group scenarios.
5. Communicate professionally, demonstrating active listening and the ability to ask sensitive and appropriate questions with excellent verbal and non-verbal communication skills.

People Management

1. Maintaining own professional development and requirement to take part in appraisal and KSF process
2. Adhere to trust policies, guidelines, and procedures.

Clinical and Practice Governance

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
2. Any data that is taken/shared or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
3. The post holder must adhere to the Trust risk assessment and risk management processes.
4. The post holder must adhere to infection control policies and procedures.
5. Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust.
6. The post holder must participate in clinical and safeguarding audit as required.
7. Provide patients and their families /carers with information on standards they should expect from the team.
8. Participate in safeguarding supervision as per supervision framework.
9. Support the team providing learning opportunities for students.
10. The post holder is required to participate in relevant emergency preparedness process for their team.

General

Safeguarding people responsibility

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing, and human rights; enabling them to live free from harm, abuse, and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:
 - Children and young people
 - Adults at risk, such as those receiving care in their own home, people with physical, sensory, and mental impairments, and those with learning disabilities.

The post holder must at all times carry out his/her duties with regard to Cambridgeshire Community Services NHS Trust Equal Opportunities Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff, or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors, and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Date: April 2024

PERSON SPECIFICATION

Job Title: Community Nursery Nurse	Band: 4
Directorate: Bedfordshire 0-19 Universal Children's Services	Date: July 2020

* **Assessed method** A=Application I=interview T=Test R= References

Essential Criteria	*	Desirable Criteria	*
Qualifications and Training <ul style="list-style-type: none"> NNEB / or equivalent Will be expected to meet the Care Certificate standards within 12 weeks of commencing employment with the Trust 	A// T/R	<ul style="list-style-type: none"> BTEC / NVQ 3 Child protection training Additional training in child development 	A// R
Knowledge & Experience <ul style="list-style-type: none"> Experience of supporting children and their families Community experience Evidence of ongoing training and personal development Able to undertake autonomous and independent working A sound knowledge of issues around confidentiality 		<ul style="list-style-type: none"> working as part of a 0-19 team 	
Skills <ul style="list-style-type: none"> Report writing skills Ability to work flexibly as part of a team. Time Management and prioritisation skills. Awareness of the role of the health visitor and school nurse. Knowledge of IT packages such as Word, Outlook or SystmOne 		<ul style="list-style-type: none"> record keeping system. Knowledge of equality and diversity issues Knowledge of social exclusion and multi-cultural issues Presentation skills Innovative practice 	
Safeguarding and promoting the welfare of children and young people/vulnerable adults <ul style="list-style-type: none"> Ability to safeguard and promote the welfare of children and young people/vulnerable adults Demonstrates understanding of safeguarding issues Appreciates the significance of safeguarding and interprets this accurately for all individual children and 		<ul style="list-style-type: none"> safeguarding experience 	

<p>young people/vulnerable adults whatever their life circumstances.</p> <ul style="list-style-type: none"> • Has a good understanding of the Safeguarding agenda • Can demonstrate an ability to contribute towards a safe environment • Is up-to-date with legislation and current events • Can demonstrate how s/he has promoted 'best practice' • Shows a personal commitment to safeguarding children 			
<p>Working within Professional Boundaries</p> <ul style="list-style-type: none"> • Accepts responsibility and accountability for own work and can define the responsibilities of others • Recognises the limits of own authority within the role • Seeks and uses professional support appropriately • Understands the principle of confidentiality • Demonstrates professional curiosity 			
<ul style="list-style-type: none"> • Emotional Awareness • Aware of the range of emotions in self and others • Demonstrates empathy for the concerns of others • Listens to and understands directly and indirectly expressed feelings • Encourages others to express themselves openly • Manages strong emotions and responds constructively to the source of problems • Shows respect for others' feelings, views and circumstances • In highly stressful situations keeps own feelings in check, takes constructive action and calms others down • Has a range of mechanisms for dealing with stress, can recognise when to use them and does so • Ability to seek support when needed 			
<p>Self-awareness</p> <ul style="list-style-type: none"> • Has a balanced understanding of self and others • Has a realistic knowledge of personal strengths and areas for development • Can demonstrate flexibility of approach • Shows a realistic appreciation of the challenges of working with children and young people/vulnerable adults 			

Other <ul style="list-style-type: none"> • Ability to travel across the town sometimes at short notice and carry necessary equipment. • Car driver and access to car for work purposes. • Satisfactory Disclosure & Barring Service 	A/I		
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Organisation Structure (*please highlight the role*)

