

JOB DESCRIPTION

POST TITLE:	Assistant Practitioner
BAND:	4 (Subject to Agenda for Change)
HOURS:	30 hours per week
LOCATION:	South Locality / Ely
REPORTING TO:	Team Manager
ACCOUNTABLE TO:	Area Manager
RESPONSIBLE TO:	Children's 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.

Delivering excellence in Children and Young People's Services: A partnership between Cambridgeshire Community Services NHS Trust and Cambridgeshire and Peterborough NHS Foundation Trust

Job Purpose

Cambridgeshire Community Services provides the 0-19 Healthy Child Programme. The post holder will work as part of skills mix team to promote the health and wellbeing of children, young people and families using an early help and partnership approach at every opportunity and contribute to improving health outcomes.

The post holder will be expected to:

1. Be able to act autonomously.
2. To support the integrated 0-19 Healthy Child Programme (HCP) locality team in providing an innovative and high-quality service in an environment that enhances client care and promotes child and family wellbeing.
3. To support the ongoing assessment and review of clients.
4. To work without direct supervision to a specified caseload of clients who are identified as needing further support as part of the universal and universal plus aspects of the service provision.
5. To act as first contact in clinics and outreach locations ensuring a high standard of client care.
6. To liaise regularly with the caseload holder to assist in the co-ordination and development of the service.
7. To develop specialist interest areas in order to enrich the knowledge and skills set within the Cambridgeshire Children & Young Peoples Service.
8. To facilitate health programmes independently or in partnership with health and locality teams.
9. Participate in continuous service improvement within the organisation/ service priorities.

Main Duties and Responsibilities

1. To assist the caseload holder in the management and delivery of care to clients autonomously. Duties may include:
 - Building on existing assessment of families' needs and deliver packages of planned care with no direct supervision.
 - To provide and receive complex and sensitive child related information from health and social care staff.
 - To decline referral if not appropriate which requires excellent negotiation skills and appropriate sign posting.
 - Support to clients with more complex/ additional needs.

- To demonstrate ability for motivation and behaviour change with children and families enabling self-efficacy, resilience and strength-based relationship.
 - To recognise and report any health and safety or risk issues.
2. To write records in a concise, accurate and timely manner in line with Cambridgeshire Community Services 'Record Keeping Policy'.
 3. To independently carry out specified assessment and intervention as allocated and discussed with the Health Visitor/ School Nurse and using own initiative and experience to modify according to the clients' needs.
 4. To hold own caseload with support from Specialist Community Public Health Nurse (SCPHN) for those families with planned packages of care.
 5. To hold a special interest role and support other staff within the locality and service.
 6. To promote people's equality, diversity and rights.
 7. To contribute to the care of all clients, ensuring safety and dignity at all times.
 8. To be aware at all times of the needs of client groups and to promote and encourage positive health choices.
 9. To plan and manage own day to day tasks which may include organisation of health education events.

Specific duties

1. Duties will include working independently in a variety of settings and at times dealing with emotional and distressing circumstances.
2. Undertaking independent decision making regarding specific referrals in relation to the 6 high impact areas to improve outcomes for children, young people and families within Cambridgeshire's 0-19 HCP Teams.
3. To attend mandatory and relevant training courses and to maintain up to date clinical knowledge and skills in order to perform in the role.
4. To provide support and guidance, and practical training to new members of staff.
5. To engage in weekly allocation meetings and to work across a specific locality according to service need.
6. To assist in the prioritisation of referrals and booking appointments and independently assess clients in clinic and outreach locations.
7. To identify unmet needs and gaps in service provision and highlight these to SCPHN or Team Manager.
8. Ensure all equipment used is safe, clean and suitable standard according to policies.

General duties

1. To provide timely data on referrals and clinical activity.
2. To take individual responsibility for any health and safety issues and undertake obligations under the Health and Safety Act.

Communication

1. To liaise as appropriate with members of 0-19 HCP locality team.
2. Develop good working relationships and liaise as appropriate with parents/ carers, and other health, social or voluntary agencies.
3. To communicate effectively with clients in complex situations. Communication skills of engagement, negotiation, motivation, and explanation will be required to enable the management of potential barriers to communication.
4. To be actively involved in the communication of complex information regarding clients' needs and any other useful information to the Health Visitor/ School Nurse or other members of the team.

Budgetary Responsibility

1. Take responsibility to minimise incurred expenditure e.g. Mileage, telephone calls use of stationary etc.

People Management

1. Actively participate in annual performance reviews providing evidence of attaining the relevant knowledge and skills required for the job.
2. To attend mandatory and relevant training courses and to maintain up to date clinical knowledge and skills in order to perform in the role.
3. To participate in staff and service development through attendance at service meetings and in service training.

Clinical and Practice Governance

1. Observe and maintain strict confidentiality with regards to any information in line with the requirements of the Data Protection Act.
2. Any data that is taken/shared as part of a phone call or transported, faxed 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. To contribute in programmes of support for new staff or students.
5. To actively participate in programmes of supervision to maintain own development and reflective practice.
6. To actively engage in developing own practice through annual clinical observations.
7. The post holder must adhere to infection control policies and procedures.
8. The post holder must participate in clinical and other audits as required.
9. 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 their duties with regard to Cambridgeshire Community Services NHS Trust Workforce Diversity and Inclusion 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 of Barring Service to be made 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: Assistant Practitioner	Band: Band 4 (Subject to Agenda for Change)
Directorate: Children and Young Peoples Services	Date: April 2024

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

Essential Criteria	*	Desirable	*
Qualifications and Training <ul style="list-style-type: none"> BTEC National Diploma in Children's Care, Learning and Development. CACHE Level 3 Diploma in Childcare and Education. NVQ Level 3 in Children's Care, Learning and Development 	A	<ul style="list-style-type: none"> Foundation degree in relevant area of study Achievement of Care Certificate or willingness to undertake within 6 months of employment 	A
Experience <ul style="list-style-type: none"> Experience of working with children, young people and families Building professional relationships with parents/carers A comprehensive and sound awareness of children and young people's development Understanding of the public health agenda (Healthy Child Programme) Understanding of government policies relating to Children and Young People's health and wellbeing, including Working Together to Safeguard Children 	A/I	<ul style="list-style-type: none"> Experience of working with families in the community Working with or an awareness of multidisciplinary agencies Planning and facilitating groups to deliver health promotion Public health / health promotion experience and knowledge 	A/I
Skills <ul style="list-style-type: none"> Good communication/interpersonal skills Ability to analyse information and use reasoning skills to assess client's needs Robust IT skills and clear record keeping 	A/I/R/T	<ul style="list-style-type: none"> Ability to facilitate group work with young people / parents / carers 	A/I/R/T

<ul style="list-style-type: none"> • Ability to prioritise and plan workload • Ability to work without direct supervision • Ability to work as a team • Able to contribute to team, service and organisational development • Ability to prioritise workload • Commitment to person centred, non-discriminatory practice • Punctual & Reliable • Aware of requirements for confidentiality • To demonstrate Trust Values 			
<p>Safeguarding and promoting the welfare of children and young people/vulnerable adults</p> <ul style="list-style-type: none"> • Ability to safeguard and promote the welfare of <i>children and young people/vulnerable adults</i> • Demonstrates understanding of safeguarding issues • Appreciates the significance of safeguarding and interprets this accurately for all individual <i>children and young people/vulnerable adults</i> whatever their life circumstances. • 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 they have promoted 'best practice' • Shows a personal commitment to safeguarding children 	A/I/R	<ul style="list-style-type: none"> • Participation in facilitating safeguarding training 	A/I
<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 	A/I/R		

Emotional Awareness <ul style="list-style-type: none"> • 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 • Listens to personal comments without becoming defensive 	A/I/R		
Self-awareness <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 	A/I/R		
Other <ul style="list-style-type: none"> • Ability to travel across the County sometimes at short notice • Satisfactory Disclosure and Barring Service 	A/I		

ORGANISATION CHART

