

## JOB DESCRIPTION

<b>POST TITLE:</b>	Health Visitor South Locality
<b>BAND:</b>	Band 6 (Subject to Agenda for Change)
<b>HOURS:</b>	Full and Part time
<b>LOCATION:</b>	Cambridge City
<b>REPORTING TO:</b>	Team Manager
<b>ACCOUNTABLE TO:</b>	Area Manager
<b>RESPONSIBLE TO:</b>	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.

### Job Purpose:

To work as part of a team leading the 0–19 Healthy Child Programme. The role of the Health Visitor is to promote good health and prevent ill health in children, families, and communities. Health Visitors do this through raising awareness of and identifying unmet health needs, and initiating, developing, implementing, and evaluating plans of care. They work in partnership with families, primary care, statutory & voluntary services, and other partner agencies, in order to facilitate health-enhancing activities. Health Visitors use and establish networks within the community in order to inform, influence and implement policies which affect health outcomes.

Health Visitors deliver the Healthy Child Programme. The role is required to act as a named Health Visitor within a zone of a corporate caseload, and to be a link Health Visitor for identified GP practices. The service is delivered within Cambridgeshire.

### Main Duties and Responsibilities

1. To work as part of a multidisciplinary team to identify the health needs of children and young people, their families and the community and contribute to developing a strategy to address individual identified needs as well as those needs within the community. This may include being the Lead Professional in the Early Help Hub Assessment Process
2. To use knowledge and skills to assess, plan, implement and evaluate packages of care
3. To identify health needs within a geographical corporate caseload/community
4. To clinically triage the single point of access as required in accordance with agreed procedures
5. Promote local and national public health priorities
6. Respond to health needs assessments by referring to other professionals (e.g. GP's, consultants, speech and language therapists), and statutory and voluntary agencies (e.g. social care, housing, HomeStart)
7. To work with the Locality Lead to support children, young people and families who are considered to be vulnerable or at risk. To adhere to current safeguarding procedures and participate in child protection case conferences and case review meetings as required
8. Participate in all statutory processes in respect of safeguarding including provision of witness statements, court reports and court attendance
9. Undertake programmes of care in partnership with parents, foster parents and other agencies, designed to safeguard children, and minimise risk

10. Identify children with special educational needs and disability and facilitate support and referrals to maximise developmental potential. Act as a key worker when indicated, ensuring effective, efficient, and appropriate care plans
11. To provide cover for colleagues as requested by your manager
12. To plan evidence-based health promotion programs, order resources, compile teaching plans with aims, objectives, and outcomes, and evaluate the sessions
13. Actively promote community participation and work within a community development / capacity building framework within a multi-agency context
14. To act as a health link for other agencies, e.g., Children Centers, GPs, voluntary services, public and private agencies, and work closely with partner agencies to promote the health and wellbeing of children, young people and families
15. Demonstrate reflective and evidence-based practice and use this to influence strategy and policy development
16. To be competent as a non-medical prescriber maintaining NMC registration and competencies
17. To hold a special interest role and support other staff within the locality and service
18. To link practice with local and national targets and deliver public health programs based on current priorities and targets
19. To contribute to the development of local policies and procedures relevant to their area of work
20. To take responsibility for their own clinical practice including clinical supervision and to adhere to the NMC code of conduct
21. To actively participate in reflective practice development through annual clinical observations.
22. To maintain live mentor status and contribute to a learning environment for SCPHN's, return to practice SCPHN's, new staff members and pre-registration students

## **Communication**

1. To communicate complex and sensitive information concerning the child or young person's condition to the child's parents/carers and young person. Able to communicate effectively using appropriate methods and recognising barriers to communication
2. To communicate within the multi-disciplinary team and model effective team working and communication skills, supporting change within the service
3. To develop links with children's centres, schools and other agencies involved in promoting children's well-being
4. To work closely with other professional teams and key stakeholders including service users, statutory and non-statutory organisations
5. To act as first line response to complaints working within national and corporate guidelines
6. To contribute to the training of students of nursing and other disciplines, during community experience programmes

## **Budgetary Responsibility**

1. To maintain stock control
2. To demonstrate responsible use of resources, with an awareness of budgetary restraints
3. To ensure health monitoring equipment is operating to a high standard, maintained, and calibrated
4. Take responsibility to minimise incurred expenditure e.g., Mileage, telephone calls use of stationary etc

## **People Management**

1. To ensure appropriate delegation, allocation and supervision of work and packages of care to the skill mix team. To include caseload support, monitoring and counter signing records on completion of the allocated intervention work
2. To contribute to the training of students of nursing and other disciplines, during community experience programmes
3. Maintaining own professional development and requirement to take part in appraisal and KSF process

4. To delegate work to other members of the team related to their capabilities and competencies, ensuring there is clarity regarding the feedback mechanisms

### **Research & Development Activity**

1. Contributes to clinical audit and research highlighting unmet needs within the practice population. Contributes to the maintenance of the Health Profile of the practice population

### **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 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. The post holder must adhere to infection control policies and procedures
5. It is a condition of your employment that you are currently registered with the NMC and it is your responsibility to maintain your professional registration
6. Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust
7. It is a condition of your employment that you are currently registered with NMC and it is your responsibility to maintain your professional registration
8. The post holder must participate in clinical and other audits as required
9. Provide patients and their families /carers with information on standards they should expect from the team
10. Participate in reflective/ clinical supervision on a regular basis
11. Participate and lead caseload review within the locality
12. The post holder is required to participate in relevant emergency preparedness process for their team
13. To write records in a concise, accurate and timely manner in line with Cambridgeshire Community Services 'Record Keeping Policy'
14. To participate in clinical pathway developments and service improvements

### **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:** February 2024

## PERSON SPECIFICATION

<b>Job Title: Health Visitor</b>	<b>Band: 6 (Subject to Agenda for Change)</b>
<b>Directorate: Children and Young People's Services</b>	<b>Date: April 2023</b>

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

<b>Essential Criteria</b>	*	<b>Desirable Criteria</b>	*
<b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>Community Specialist Practitioner in Public Health Nursing (SCPHN) – Health Visitor-at Honours Degree, Diploma or Master's Level</li> <li>Registered Nurse with UK NMC (RGN/RMN/RSCN/RN-LD)</li> <li>Registered midwife</li> <li>Mentor/998 or equivalent teaching qualification (course to be undertaken within 1 year of commencement of post if no qualification)</li> <li>Evidence of continuing professional development</li> </ul>	<b>A// T/R</b>	<ul style="list-style-type: none"> <li>Management and leadership qualification</li> <li>Registered non-medical Nurse Prescriber (course to be undertaken within 1 year of commencement of post if no qualification)</li> </ul>	<b>A// T/R</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>Working with people within clinic/home and community settings</li> <li>Partnership and interagency working</li> <li>Experience with children and their families</li> <li>Experience of profiling localities and need</li> <li>Experience of working in the community</li> <li>Experience of Safeguarding</li> </ul>		<ul style="list-style-type: none"> <li>Experience of Mentoring</li> <li>Leadership and management of staff</li> <li>Work with different communities including minority and ethnic groups.</li> <li>Working with groups</li> <li>Working in proactive service development</li> <li>Community development</li> </ul>	
<b>Skills</b> <ul style="list-style-type: none"> <li>High level of clinical skills, with the ability to identify, respond to and evaluate health needs</li> <li>Knowledge and effective skills in using evidence-based models of intervention to deliver successful outcomes and an ability to bring research into practice</li> <li>Current knowledge of local and national policies informing Health Visiting practice</li> </ul>		<ul style="list-style-type: none"> <li>Audit and data analysis</li> <li>Initiating and managing change</li> <li>Research</li> <li>Political awareness</li> <li>Experience of identifying areas of required development within a team</li> <li>Experience of providing training and facilitation</li> </ul>	

<ul style="list-style-type: none"> <li>• Demonstrate an understanding of and ability to act upon the principles and practice of health promotion</li> <li>• Able to plan and organise their work</li> <li>• Ability to communicate effectively with children, parents and Early Years settings and other health organisations</li> <li>• Ability to work independently</li> <li>• Standard keyboard skills and ability to communicate through IT using packages such as Word, Outlook, Excel and PowerPoint</li> <li>• Ability to use SystmOne</li> <li>• Ability to work flexibly as part of a team</li> <li>• Time management and prioritisation skills</li> <li>• Ability to lead, facilitate and make a constructive contribution to meetings and negotiate with a range of stakeholders, settings, and contexts</li> <li>• Current driving licence</li> </ul>			
<p><b>Safeguarding and promoting the welfare of children and young people/vulnerable adults</b></p> <ul style="list-style-type: none"> <li>• Ability to safeguard and promote the welfare of <i>children and young people/vulnerable adults</i></li> <li>• Demonstrates understanding of safeguarding issues</li> <li>• Appreciates the significance of safeguarding and interprets this accurately for all individual <i>children and young people/vulnerable adults</i> whatever their life circumstances.</li> <li>• Has a good understanding of the Safeguarding agenda</li> <li>• Can demonstrate an ability to contribute towards a safe environment</li> <li>• Is up to date with legislation and current events</li> <li>• Can demonstrate how they have promoted 'best practice'</li> <li>• Shows a personal commitment to safeguarding children</li> </ul>		<ul style="list-style-type: none"> <li>• Experience of court reports</li> <li>• Participation in facilitating safeguarding training</li> </ul>	
<p><b>Working within Professional Boundaries</b></p> <ul style="list-style-type: none"> <li>• Accepts responsibility and accountability for own work and can define the responsibilities of others</li> <li>• Recognises the limits of own authority within the role</li> <li>• Seeks and uses professional support appropriately</li> <li>• Understands the principle of confidentiality</li> <li>• Demonstrates professional curiosity</li> </ul>			

<p><b>Emotional Awareness</b></p> <ul style="list-style-type: none"> <li>• Aware of the range of emotions in self and others</li> <li>• Demonstrates empathy for the concerns of others</li> <li>• Listens to and understands directly and indirectly expressed feelings</li> <li>• Encourages others to express themselves openly</li> <li>• Manages strong emotions and responds constructively to the source of problems</li> <li>• Shows respect for others' feelings, views, and circumstances</li> <li>• In highly stressful situations keeps own feelings in check, takes constructive action and calms others down.</li> <li>• Has a range of mechanisms for dealing with stress, can recognise when to use them and does so</li> <li>• Listens to personal comments without becoming defensive</li> </ul>			
<p><b>Self-awareness</b></p> <ul style="list-style-type: none"> <li>• Has a balanced understanding of self and others</li> <li>• Has a realistic knowledge of personal strengths and areas for development</li> <li>• Can demonstrate flexibility of approach</li> <li>• Shows a realistic appreciation of the challenges of working with children and young people/vulnerable adults</li> </ul>			
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Ability to travel across the County sometimes at short notice</li> <li>• Satisfactory Disclosure and Barring Service</li> </ul>	<b>A/I</b>		

## Organisational Chart

