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JOB DESCRIPTION

Stop Smoking Practitioner & Community Engagement Lead

MAIN PURPOSE

The Stop Smoking Practitioner and Community Engagement Lead will play a critical role in the delivery of stop smoking services in the London borough of Redbridge. They will deliver stop smoking interventions within a wide range of settings across Redbridge as required. This will include work within one to one and group settings and also involve evening/weekend work.

The post holder will be required to work flexibly across the locality as required ensuring their skills, expertise and knowledge are fully utilised. The role will be responsible for empowering the community to access our service through making and maintaining strong community links, through helping other agencies understand the role of the service and through community outreach and engagement activities.

If you are an excellent communicator who is enthusiastic, motivated and looking to make a difference to local communities, then this is the role for you.

This post will:

- Deliver targeted smoking cessation service provision to Pregnant women, those with long term conditions, those with mental health conditions, those with learning disabilities, those receiving treatment for substance misuse issues, and young people under the age of 18.
- Develop and improve accessibility of the Stop Smoking Service through the pro-active promotion of the smoking cessation programmes and referral pathways amongst primary and secondary care services, other key health care providers, allied professionals, community development initiatives, local agencies and the general public.
- Ensure those individuals not eligible for the targeted service provision are able to access the Universal support provided by the service.

This post will:

- In conjunction with the delivery team lead plan and deliver an appropriate and accessible cessation service within the delivery team area.
- Provide cessation support including one to one and group support, assessing client's suitability for Stop Smoking treatments.
- Adhere to service protocols and procedures in relation to the provision of supportive pharmacotherapy medication.
- Collate accurate clinical records in line with national PHE/NCSCT requirements and inputting data into the service web-based database in a timely and professional manner.
- To support the service in delivering key performance indicators and activity as set out within the service specification.
- Support the delivery of promotion activity across East London in line with the service marketing strategy.

- Routine maintenance and the checking and calibration of carbon monoxide monitors in line with service schedules to ensure validity of quits in line with department of health guidelines.
- Work flexibly to provide a coordinated service across the localities to meet the needs of the client group. This will include work in the evening and some work on weekends where required.
- Maintain up to date clinical knowledge, undertake evidence-based practice and promote the use of new and innovative practice.
- To ensure clients complete a satisfaction survey and these are returned to the delivery team lead within the required time frame.
- In conjunction with delivery team lead, conduct analysis and evaluation of designated programmes in order to improve the quality of service.
- Be responsible for identifying issues or concerns to line manager, so that appropriate action can be taken.
- Contribute to ongoing needs assessment, audit and other governance programmes in relation to activities as part of the health improvement agenda.

SUMMARY OF RESPONSIBILITIES AND DUTIES

- Work to participate in all community networks of relevance developing trusted partnerships.
- In conjunction with the Delivery team lead plan and deliver an appropriate and accessible cessation service within the delivery team area.
- Provide cessation support including one to one and group support.
- To target service provision to specific population groups: Pregnant women, those with long term conditions, those with mental health conditions, those with learning disabilities, those receiving treatment for substance misuse issues, and young people under the age of 18.
- Routine maintenance and the checking and calibration of carbon monoxide monitors in line with service schedules to ensure validity of quits in line with department of health guidelines.
- To ensure clients complete a satisfaction survey and these are returned to the delivery team lead within the required time frame.
- In conjunction with delivery team lead, conduct analysis and evaluation of designated programmes in order to improve the quality of service.
- Be responsible for identifying issues or concerns to line manager, so that appropriate action can be taken.
- Contribute to ongoing needs assessment, audit and other governance programmes in relation to activities as part of the health improvement agenda.
- To contribute to the development, delivery and evaluation of smoking cessation training.
- To take responsibility for own professional development in accordance with the outcomes from the annual development review, in order to meet the requirements of the Knowledge and Skills Framework and appraisal system.
- In conjunction with the delivery team lead and Specialist advisor business & performance, marketing and remote access to support the promotion of the stop smoking service.
- Pro-actively contribute towards service social media activities.

- Collect regular case studies from a variety of service users covering all priority groups (BAME, pregnant smokers, mental health service users, routine and manual workers, young smokers etc)
- Support level 1 advisors to actively promote stop smoking service within the delivery team area.
- Responsible for accurate uploading of own client data onto database whilst ensuring client confidentiality.
- Ensure follow up of clients is done in line with service protocol.
- Keep accurate records in accordance with trust policy and data protection.
- To maintain an up-to-date electronic diary that is available to colleagues within the Stop Smoking team.
- To assist in producing reports and analysis of data that contribute towards improving service delivery and better client care.
- To utilise a range of complex motivational, influencing and negotiating skills to increase clients' motivation and adherence to stop smoking.
- Responsible for personally identifiable client data as part of ongoing programme attendance etc., working within the data protection policies.
- Required to contribute to training, seminars and presentations across a range of agencies and organisations.

PERSON SPECIFICATION

1. SKILLS & ABILITIES

- A commitment to continuous service improvement with expert insight into patients' needs, so that all patients receive high quality care.
- Understanding of harmful effects of smoking, smoking as an addiction behaviour, withdrawal and relapse.
- Clear understanding of the range and appropriate use of different smoking cessation interventions.
- Be interested in motivating and supporting both individuals and groups in community-based settings, and in the home.
- Passionate about putting patients first and delivering a high-quality service.
- Proven ability to relate, motivate and confidently engage individuals in activities and discussion as part of a group and in a 1-2-1 situations.
- Ability to work independently and manage own workload; able to work effectively and supportively as a team member.
- Able to remain positive and constructive under pressure.
- Sound interpersonal skills with proven ability to work effectively with all levels of colleagues, including effective partnerships with other agencies and service providers.
- Evidence of experience in embracing and implementing change to provide high quality health outcomes.
- Good presentation of self: enthusiastic, innovative and flexible. Self-motivated, committed and conscientious.
- Excellent verbal and written communication skills in order to effectively communicate with a wide range of individuals including participants, colleagues and external partners.
- Ability to organise and run training sessions.
- Proven planning, organisational, timekeeping and evaluation skills.

- Ability to organise, monitor and check work to ensure no element of a task is left unfinished.
- Knowledge of maintaining records and monitoring system.
- Ability to use generic software packages. Be confident in the use of Microsoft Office packages including Word, PowerPoint, Excel and Outlook.

2. KNOWLEDGE

- Sound knowledge of delivering smoking cessation interventions and advising on smoking cessation to special populations, specifically pregnant women, those with long term conditions, those with mental health conditions, those with learning disabilities, those receiving treatment for substance misuse issues, and young people under the age of 18.
- Knowledge of addiction, behavioural and emotional development issues.
- Knowledge of motivational interviewing techniques in relation to health improvement.
- Knowledge of psychological and behaviour change theoretical techniques in relation to supporting people to make positive lifestyle changes.
- Knowledge of NICE guidance relating to the treatment of smoking cessation.
  Knowledge and understanding of current GDPR regulations, the Patient Confidentiality Act, Safeguarding and the Data Protection Act

3. EXPERIENCE

- Minimum of 1 year experience working in smoking cessation programmes across a range of service settings, including community, primary care and in patient settings.
- NCSCT accredited (desirable), or willing to achieve within 3 months of commencing role.
- Experience of working with adults in a 1-2-1 and group environment, to support positive lifestyle change.
- Experience of actively engaging with local communities.
- Experience of providing smoking cessation service for young people / routine and manual workers (R&M) groups / black and minority ethnic groups (BME) groups.
- Experience of using behaviour change models within a work context.
- Experience of working in a multi-cultural setting with patients of different cultures, genders and ages.
- Experience of working to time schedules.
- Evidence of experience in embracing and implementing change to provide high quality health outcomes.
- Experience of working to challenging performance targets and achieving excellent outcomes.

4. QUALIFICATIONS

Essential:

- A levels or equivalent qualification.
- Knowledge of a specialist field acquired through relevant experience or further education background.

Desirable:

- NCSCT Accredited Stop Smoking Practitioner (or willingness to achieve within 3 months of commencing role)

5. SPECIAL CONDITIONS

- Highly motivated self-starter with resilience, determination, and the ability to see jobs through to completion.
- Role incorporates evening / weekend working, with variable levels of travel across East London, working in a variety of settings including the community, youth and community centres.
- Full UK Driving licence and access to a transport for work. Ability to travel across East London.
- Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
- This post involves working with children / young people / vulnerable adults and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).
- This post will also involve providing cover in the neighbouring borough of Waltham Forest, depending on need.

Application Deadline: 15th July 2021

Please note: Interviews will be held remotely on the week commencing 19th July 2021.

Job Types: Part-time, Permanent

Salary: £16,000-£18,000 per year (subject to experience)