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### Job Description and Personnel Specification

**Job Title:** Social Prescribing Link worker

**Responsible To:** (HLN Co-Ordinator)

**Status of Post:** Fixed term contract until 7th June 2027, subject to continued funding

### Hours of Duty: Part Time (25 hrs. Per Week)

### Evening work and a flexible approach are expected

**Holidays:** 25 Days plus 12 Statutory Days with Pay plus one additional day for each year of service up to a Maximum of 30 days – pro rata

**Time off in lieu:** Overtime will be remunerated by Time Off in Lieu to be taken within two months of overtime worked or in accordance with any arrangements made with the Board of Directors.

**Salary:** Starting Salary £28,226 pro rata

**Pension:** 6.5% contribution of gross salary

**Place of work:** Across the Omagh District

**Primary business:** Omagh Forum Office, Omagh Community House,

2 Drumragh Avenue, Omagh, Co. Tyrone, BT78 1DP

### Main Aim

To work closely with community partners, GP practices and other healthcare professionals, the Social Prescriber will provide a pathway for patients from the health service to Community, Voluntary and Statutory provision

**Key Duties and Responsibilities**

**Operational Duties**

**Working with individuals**

1. To carry a caseload of clients and develop and implement effective signposting to services that will address the individual’s non-medical needs
2. To complete an initial assessment that includes assessing risk with the client.
3. To create and agree action plans with patients and provide (or work to enable) the necessary support as identified in the plan. Assist and encourage clients to make their own decisions and choices.
4. Conduct reviews with patients to ensure useful and sustainable benefits have been achieved.
5. To ensure you have an understanding (appropriate to your role) of, and comply with Omagh Forum’s procedures for promoting and safeguarding the welfare of children and vulnerable adults

**Programme development**

1. To develop programmes to meet identified client need.
2. To develop programmes as identified through the Healthy Living Centre Alliance.
3. To report to and action objectives as agreed with the Healthy Living Network Co-ordinator and Omagh Forum management
4. To raise awareness and develop GPs and primary care health teams’, knowledge on how to identify patients suitable for social prescribing service referral on a regular basis
5. To develop relationships with key service providers within the community and voluntary sector which is likely to include working outside regular working hours
6. To develop community resource ‘menu of services’ and maintain a database of community resources.
7. To recruit, train and supervise volunteers, matching them to individual service users for specific time-limited support in achieving positive engagement in activities promoting health and well-being.

**Monitoring and reporting**

1. To maintain computerised software tools to monitor and evaluate the project.
2. To construct and keep case files and databases up to date
3. Provide quarterly comprehensive outcome focused reports detailing the progress of the service, case studies and good practice examples for funders and management.
4. To maintain records in line with all relevant legislation including GDPR and to adhere to all relevant policies.

**Manage Relationships**

1. To work closely with HLN rural and urban partners and other stakeholder groups in the delivery of the SP programme.
2. To broker and establish new partnerships between public and voluntary sector agencies to enhance service delivery and access to services.
3. To develop and sustain professional relationships with service users, partner agencies and appropriate external agencies.
4. To work flexibly as required by the service and to take part in DVC’s and other organisations’ meetings and events to promote, support and celebrate the work of the service
5. To carry out any other reasonable duties required by the Co-ordinator or Omagh Forum management

**General duties**

1. Carry out job duties in compliance with Omagh Forum policies and procedures to include equal opportunities and health and safety legislation.
2. Adhere to existing work practices, procedures and undertake relevant training and development activities and to respond positively to new and alternative systems.
3. Keep up to date with new resources in line with industry demand and ensure participants are trained using the most up to date and current resources.
4. Assist in the preparation of funding applications to external bodies.

1. Ensure quality of provision at all times.
2. Demonstrate commitment to Omagh Forum through the completion of all tasks allocated to you and by attending staff and development opportunities to ensure that professional competency is maintained.

The key job duties listed above give a broad outline of the functions of the role. However, these duties must be approached in a flexible manner. The job holder will be expected to adapt to changing circumstances and undertake other duties as allocated by your manager. The outline of the job duties may change from time to time. The job holder is expected to work occasional evenings and weekends.

**Personnel Specification**

Post: Social Prescribing Link worker

Location: Omagh Forum for Rural Associations, Omagh Community House

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| Factors | Essential | Desirable |
| QUALIFICATIONS  AND/OR  EXPERIENCE | An appropriate third level qualification in a health/community/social sciences subject and 2 years’ experience implementing programmes in community or health  Or  Four years’ experience of implementing programmes in community or health. | Experience of working with people with long term conditions. |
| KNOWLEDGE OF | Experience of supporting adults  Experience of carrying out risk and needs assessments  Experience of monitoring, review and evaluation  Experience of working with statutory and/or voluntary sector agencies to develop and enhance services | Experience of signposting to services  Experience of creating and implementing personalised, outcome-focused plans and risk assessments for individuals  Ability to create and maintain a client database  . |
| SPECIAL APTITUDES | Flexible and adaptable  Work collaboratively with individuals, staff, volunteers, partnership agencies and providers  Ability to empathise with the complex needs of Clients  Excellent interpersonal skills and team member  Computer Literate | Experience of working with Primary Care  Experience of developing Person-Centered programmes  Experiences of working with volunteers |
| SPECIAL  CIRCUMSTANCES | Full driving license and access to transport or ability to demonstrate equivalent level of mobility  Ability to work flexibly to meet the requirements of the post |  |