

<b>Job Title:</b>	School Nursing Healthcare Support Worker	
<b>Grade:</b>	B	
<b>Service:</b>	Connect for Health	
<b>Reports To:</b>	School Nurse Team Leader	

**Service Overview:**

Connect for Health is a school nurse-led service that supports children, young people and their families in Warwickshire. We deliver key elements of the Healthy Child programme, working to identify and meet the health and wellbeing needs of the school-age population. We aim to, give individuals the best possible start in life and reduce health inequalities

On an annual basis, the service delivers the National Child Measurement Programme (NCMP) and key staged health needs assessments (HNA). In addition, Connect for Health provides programmes of support to school-aged children and families (aged 5-19 years up to 25 with special educational needs).

The service develops, leads, delivers, and evaluates universal public health programmes within schools and community settings. We aim to use innovative and evidenced based models of delivery which meet local need (individual, school and corporate level). The interventions provided are planned and reviewed annually based on the evidence of actual need derived from the universal offer in conjunction with other strategic needs assessment data.

**Service Structure:**

Connect for Health consists of three skill-mix teams based in geographical hubs across Warwickshire. The Service Manager is supported by a Clinical Operations Manager, Practice Educator and three Team Leaders. Skill-mix teams are led by School Nurses who hold the Specialist Community Public Health Nurse (SCPHN) qualification. Skill-mix teams consist of registered nurses and appropriately qualified practitioners relevant to the range of services offered as part of the universal Healthy Child Programme.

The Admin Team Leader coordinates the administrative services and is assisted by Administrators. The Administrative team work centrally and are based at the Rugby office.

**Purpose of the Role:**

The Healthcare Support Worker is an active member of the team working with others to support the delivery of the Healthy Child Programme, providing positive outcomes for children and young people (aged 5-19 years and up to 25 with special educational needs) and their families.

The post holder will deliver a range of delegated activities to school-aged children and young people including the National Child Measurement Programme (NCMP) and Health Needs Assessment (HNA). This involves engaging with children and young people in schools and communities. IT systems will be used on a daily basis.

The post holder will independently and with others, deliver Public Health interventions to school aged children and parent/carers. This is done via school assemblies, classroom lessons and community events. They will work with groups of Health Champions to creatively promote health messages and hear their feedback on the service

## **Key Duties and Responsibilities**

### **1. Service Delivery**

- 1.1 As part of the wider team, positively engage with schools to plan, deliver and evaluate the NCMP and HNA programmes. Produce activity reports as requested.
- 1.2 Robustly ensure collected data is accurate and fully complete.
- 1.3 Proactively engage with the Health Champion network, establishing new groups and maintaining existing groups.
- 1.4 Communicate appropriately and effectively with children.
- 1.5 Practice in a safe confident manner at all times respecting and promoting the principles of health, safety and security.
- 1.6 Work without direct supervision as well as part of a team, understanding the limitations of the role and recognising when to refer to a registered nurse.
- 1.7 Competently use a variety of different IT systems to collect data. Appropriately using any equipment provided.
- 1.8 Disseminate public health information/initiatives to school-aged children, parent/carers, school and community staff.
- 1.9 Respond to general enquiries and queries and share with the appropriate designated lead or geographical hub.
- 1.10 Ensure all communications are received and dealt with in a courteous, diplomatic and professional manner.
- 1.11 Make every contact count, actively engaging with school aged children and school staff highlighting any concerns to senior colleagues.
- 1.12 Support the Administrators with administration and data inputting tasks, as required.

### **2. Developing Effective Relationships**

- 2.1. Be a proactive and enthusiastic member of the team reflecting Compass' values.
- 2.2. Actively work towards developing and sustaining effective working relationships with partner agencies, particularly schools.
- 2.3. Build and maintain strong links and working relationships with key departments within Compass.
- 2.4. Continually explore the potential for collaborative working and take opportunities to initiate and build relationships.
- 2.5. Actively contribute to One Compass and Connect for Health working groups.

### **3 Training and Supervision**

- 3.1. Participate and contribute to team meetings keeping up to date with service and organisational aims and processes.
- 3.2. Take responsibility for own learning and professional development in line with Compass' Learning and Development framework.
- 3.3. Participate in managerial and clinical supervision.
- 3.4. Undertake annual NCMP and HNA refresher training.
- 3.5. Complete required mandatory training.

### **4 Managing self**

- 4.1. Effectively manage workload within agreed objectives.
- 4.2. Participate in Compass performance review process and respond to agreed objectives
- 4.3. Take responsibility for your own and others' health and safety in the working environment.
- 4.4. Promote equal opportunity and diversity within Compass.
- 4.5. Ensure that confidentiality is upheld at all times in line with Compass policy.
- 4.6. Ensure safeguarding responsibilities are delivered in line with role and competency level. Participate in safeguarding supervision.
- 4.7. Works in accordance with Caldicott principles and Data Protection principles and adheres to all relevant Compass policies, procedures and guidelines.
- 4.8. Maintain accurate records in line with the Compass policies and procedures.
- 4.9. Act as a role model in applying good infection control prevention and control policy and practice within Compass.

#### **In addition to these functions the post holder is expected to:**

Carry out other duties as may be reasonably expected in accordance with the responsibilities/competency level of the post.

#### **Key Working Relationships:**

The post holder is required to build effective partnerships with key stakeholders. Whilst not an exhaustive list, key relationships include:

- Teachers and key Health and Wellbeing and/or pastoral leads within education
- Children and Family services
- Health Visiting and Family Nurse Partnership services
- Primary care services
- Fitter Futures, CAMHS, sexual health and substance misuse services
- Other voluntary organisations
- Youth Council

<b>Financial Responsibilities:</b> N/A		
<b>People Responsibilities:</b> N/A		
<b>PERSON SPECIFICATION</b>		
Attributes	Requirements	Essential or Desirable (E/D)
Qualifications	<ul style="list-style-type: none"> <li>• NVQ Level 3 Health and Social Care qualification</li> <li>• NVQ Level 2 Health and Social Care qualification</li> </ul>	D E
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children, young people and families</li> <li>• Experience of working in a team</li> <li>• Experience of working in a community health team</li> <li>• IT skills</li> </ul>	E E D E
Other	<ul style="list-style-type: none"> <li>• Car driver and have daily access to a car</li> </ul>	E
<b>Essential Key Competencies/Personal Attributes:</b>		
<p><i>The post holder must demonstrate strengths in the following competency areas:</i></p> <ul style="list-style-type: none"> <li>• <b>Team Player</b> – able to work as part of a team, co-operate to work together and in conjunction with others and willing to help and assist whenever possible and appropriate.</li> <li>• <b>Interpersonal Skills</b> – able to develop, establish and maintain positive relationships with others both internal and external to the organisation.</li> <li>• <b>Autonomy</b> – ability to work without direct supervision, prioritising work and acting on own initiative where appropriate; pre-empting problems and working to solve them.</li> <li>• <b>Communication Skills</b> – excellent communication skills (both written and verbal) and ability to adjust communication style and content to the audience.</li> <li>• <b>Flexible &amp; Adaptable</b> – positive attitude to dealing with change; flexible and adaptable, and open to exploring new ideas.</li> <li>• <b>Concern for Detail &amp; Accuracy</b> – Able to give due care and attention to ensuring all aspects of work are accurate, with a thorough and methodical approach.</li> <li>• <b>Self-Awareness</b> – ability to empathise with others, maturity to admit and rectify mistakes and strong degree of personal integrity to adhere to acceptable standards of behaviour.</li> <li>• <b>Motivated</b> – highly motivated and reliable and organised to plan and meet deadlines and manage time effectively.</li> </ul>		
<b>Compass Values:</b>		
<p><i>The post holder must demonstrate exemplary behaviour in all Compass values, personifying the values and inspiring all staff to do the same:</i></p> <ul style="list-style-type: none"> <li>• Integrity: An unstinting commitment to honesty and openness in all our activities.</li> <li>• Valuing Each Individual: Respecting the needs of each person and helping them gain greater control of their life.</li> <li>• Being Solution Focused: Responding quickly and flexibly to current and emerging needs.</li> <li>• Consistent &amp; Reliable Approach: Always delivering on our commitments.</li> </ul>		
<b>Safeguarding:</b>		
<p>The post holder must demonstrate and share our commitment to safeguarding by working proactively to safeguard and promote the welfare of children, young people and vulnerable adults.</p>		

**DBS checks:**

DBS checks will be undertaken and will be rechecked as and when determined by Compass. For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

**Equality, Diversity and Inclusion (EDI):**

We know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We expect all those employed or who volunteer to share our commitment.