

# JOB DESCRIPTION

LAST UPDATED 7 JUL 2022



<b>Job Title:</b>	Promoting Choice Assistant
<b>Team:</b>	Devon
<b>Responsible to:</b>	Team Manager
<b>Responsible for:</b>	No staff
<b>Location:</b>	Exeter

<b>Hours:</b>	20-25 hours
<b>Days:</b>	Over 3-5 days, between Monday to Friday
<b>Holiday Entitlement:</b>	5 weeks plus bank holidays pro rata
<b>Salary:</b>	<b>£21,171 - £22,678 (pro rata) per annum</b> Fixed term until end March 2023
<b>Pension:</b>	Group personal pension plan, with employer contribution of up to 4%.

<b>Vetting Requirements:</b>	Enhanced DBS
<b>General Description:</b>	<p>Sitting within the exciting new Best Start Project, The Promoting Choices Health Assistant will play an integral role in supporting delivery of the project, providing administrative support and deputising for the manger.</p> <p>Best Start brings together organisations and community groups across Devon and Torbay in order to reduce health inequalities and improve outcomes for children from pre-conception to 2.5 years.</p> <p><b>Aims of project</b></p> <ol style="list-style-type: none"><li>1. Reduce health inequalities by creating pathways for marginalised women and families experiencing a range of complex physical and mental health needs.</li><li>2. Improve health outcomes for children from pre-conception to 2 ½ years through whole family interventions focussing on vulnerable deprived and ethnic minority families experiencing DA and other vulnerabilities.</li></ol>

	<p>By supporting excluded communities, and organisations working with ethnic minority and other marginalised communities, to improve domestic abuse and perinatal health outcomes, providing education, advocacy and community-based peer-led support. This will support women to make positive choices about their health, relationships, pregnancy and parenthood.</p> <p>The main tasks for this role include:</p> <ul style="list-style-type: none"> <li>• Be the Single point of contact (SPOC) Receive and process referrals in line with pathway.</li> <li>• Receive, process and inform team of safeguarding outcomes.</li> <li>• Deal with general enquiries and flag any safeguarding issues to the team manager.</li> <li>• Input all relevant data onto the database.</li> <li>• Manage the setting up of groupwork and community events</li> <li>• Collate data and provide reports</li> <li>• Deputise for the manager ensuring the team are supported to deliver the service</li> </ul>
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## **Main Duties and Responsibilities**

- To provide a responsive support service with a high quality of customer care, in line with the agreed values and aims of the service.
- Input new referral information onto the database and provide administrative support to the team
- Allocate all referrals to the appropriate team manager
- Liaise with other professionals as instructed by the team manager
- Refer on to the team manager any safeguarding concerns, whilst adhering to safeguarding procedures
- Coordinate office and service activities and operations to secure efficiency and compliance to company policies
- Collate data and report on outputs and outcomes
- Deputise for the manager to ensure effective working with key partners and the delivery of key activities including community events, recruitment of volunteer champions and promotion of Promoting Choice

## **General**

- Attend and contribute to team meetings.
- Update written and computerised records with accurate and clear information.
- Contribute to effective team working with a flexible and pro-active approach
- Attend line management and clinical supervision
- Undertake agreed training

## **Responsibilities**

- The post holder will deal with highly confidential and sensitive information relating to vulnerable people and children
- Ensure security of data, especially sensitive personal data, in line with the information security policy
- Work within Splitz's Policies and Procedures at all times
- Responsible for security of client information while out of office.
- Employees have responsibilities in respect of health and safety. In particular they will:
  - Co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures;
  - Take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
  - Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
  - Report all health and safety concerns to line managers;
- Any other duties that may be reasonably required