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Healthier, Happier for Longer

We make lives better



**JOB DESCRIPTION: Healthy Lifestyle Advisor – Smoking and Alcohol Specialist**

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| Job Title: | Healthy Lifestyle Advisor – Stop Smoking and Alcohol Specialist |
| Location: | Oldham (Secondment to Turning Point) |
| Salary: | £18,532.80 - £22,000 |
| Hours: | Full Time |
| Type of Contract: | Permanent |
| Accountable/Responsible to: | Smoking and Physical Activity Project Lead/ Turning Point Team Leader  |
| Staff Accountable to Postholder:  | Volunteers |

ABL is an exciting fast-paced, growing community health organisation. As an experienced provider of community health services, we are CQC registered and passionate about delivering evidenced based, innovative, effective and relevant health care services in partnership with individuals, communities and stakeholders.

We are a values driven organisation with a passion to reduce health inequalities and improve people’s lives. If you would like the opportunity to work in a close team of dedicated professionals and you share our values of designing and delivering health services that are:

**People powered**

**Bold**

**Effective**

**Thoughtful**

ABL are excited to have the opportunity to fundamentally change the way lifestyle services are delivered across Oldham. This role offers the right person the opportunity to be a part of ABL’s delivery team, shaping, driving and delivering this change. If you think that you are that person, we would love to hear from you.

**Your Health Oldham** **(Health Improvement and Weight Management Service) overview**

ABL Health and Oldham CCG and Oldham Council are partnering to deliver the Health Improvement and Weight Management Service titled Your Health Oldham. This transformative service will play a central role in system change, bringing previously separate lifestyle behaviour change functions together into one service. It seeks to work collaboratively with communities to support the transformation of services for the local population. The service will provide integrated behaviour support for smoking cessation, weight management, alcohol reduction, physical activity, cooking and Health MOTs, all embedded in sustainable behaviour change and positive wellbeing.

**Role Purpose:**

Working as the Healthy Lifestyle Advisor - Stop Smoking and Alcohol specialist you will be seconded to Turning Point and focus on developing the referral pathways to and from Your Health Oldham and Turning Point.

The role will also focus on

* Supporting Turning Point clients to stop smoking and complete health checks.
* The health checks will focus on key priority groups including Veterans, Homeless and Vulnerable migrants.
* The role will also include engaging clients and supporting them into healthier lifestyles/weight and becoming more active.
* Support the development of community led initiatives to embed both organisations in communities.
* You will lead become the leader for the Alcohol related workstream and support the wider Your Health Oldham Team to increase their skills and knowledge in this area.

You will be passionate about working with individuals to begin the life changing processes necessary for permanent and continued weight loss, to stop smoking, reduce Alcohol intake, move more and improve their health.

The post holder will ensure services are delivered and developed to provide high quality, safe and effective packages of support that respond to the needs of the client and have a positive impact on the wider community in accordance with contractual obligations and the philosophy of ABL.

**Duties and Key Responsibilities:**

This post will work under the line management of the Turning Point Team Leader and Your Health Oldham’s Smoking and Physical Activity Lead. The role will be varied, challenging and rewarding as you support and develop the service integration, delivery and ongoing innovation and service development.

* Motivate and empower clients to make behaviour changes
* Deliver a range of lifestyle behaviour change interventions to support clients to stop smoking, lose weight, move more and drink less alcohol.
* Lead on the delivery of Community Health MOTs with support from the wider Turning Point and Your Health Oldham teams.
* Develop seamless pathways between Turning Point and Your Health Oldham
* Lead on Alcohol related referrals for Your Health Oldham
* Explain to clients the principles of the nicotine and Stop Smoking Service to enable them to make an informed choice of quitting
* Deliver evidence-based stop smoking interventions, these include one to one, drop in, group sessions, telephone or on-line support, these must be in line with the NCSCT Standard Treatment Programme.
* Work with Turning Point to embed smoking cessation as part of routine care
* Provide a high quality, efficient and cost-effective services throughout a diverse range of community settings
* Provide evidence-based education in all aspects of smoking cessation, weight management, physical activity and behavioural change as well on-going motivational support
* Work with individuals to set realistic sustainable goals
* Ensure all client and service records (electronic or paper) are up to date, accurate and satisfy the ABL Health documentation policies
* To engage and recruit potential clients at promotional and community events
* Provide administrative assistance to the project in terms of client contacts, appointment bookings and confirmations
* Work as part of a multi-disciplinary team
* To attend stakeholder meetings as required
* To attend relevant meetings as required including regular Team meeting, smoking cessation meetings within Your Health Oldham
* To attend training as required and keep up to date with the wider aspects of Tobacco Control and the wider determinants of health
* Be innovative in ways of delivering activity and open to new ideas.
* Engage as and when required with local stakeholders to ensure robust referral pathways.
* Ability to cover sessions as and when required due to sickness or annual leave.

Maintain a specialist clinical caseload as agreed with Smoking Cessation Lead

* To deliver one to one and group holistic & community-based interventions that will empower families to improve their physical and emotional health.
* To be able to travel flexibly across the project area.

***Do you have the ambition, drive and desire to make a difference?***

*We are looking to change the lives and improve the wellbeing of the people in Oldham.*

**Standard Information**

**Information Governance**

Employees of ABL Health must comply with the provisions of the Data Protection Act 1998. The post holder must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.

The post holder will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000

The post holder must comply with ABL’s policies that protect the information assets of the organisation from unauthorised disclosure, modification, destruction, inappropriate access or use.

The post holder will be responsible for maintaining the clinical and/or corporate records that fall within the remit of this role to the standards in ABL’s records management policies, and data quality processes and standards.

**Health & Safety**

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

**Safeguarding is Everyone’s’ Business**

ABL has a responsibility to ensure that all children / young people and adults are adequately safeguarded and protected. As a consequence, all ABL’s employees, temporary staff and volunteers are required to adhere to ABL’s safeguarding policies / procedures in addition to local and national safeguarding policies and to act upon any concerns in accordance with them.

**Smoke Free**

ABL is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

**Training**

The post holder must attend any training that is identified as mandatory to their role.

The range of duties and responsibilities outlined above are indicative only and are intended to give an overview of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

**Equality, Diversity & Human Rights**

It is the responsibility of every person to act in ways to support equality and diversity and to respect human rights, working within the spirit and detail of legislation including the Equality Act 2010 and the Human Rights Act 1998. ABL is an equal opportunities employer and aims to challenge discrimination, promote equality and respect human rights.

**Employee’s Name and Signature:**  **Date:**

**PERSON SPECIFICATION**

**Job Title: Families and Communities Advisor**

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT**  |
| **Qualifications and experience** | Certified NCSCT practitioner or ability to attend training in first monthExperience of delivering 1:1 and group interventions with complex clients re: addictions/homeless/rooflessExperience of delivering health promotion / public health interventions in community settingsExperience of delivering/managing community development/community outreach/asset-based programmesExperience of working with overweight/obese adults, children/families and/or experience of working with stop smoking adultsExperience working with hard-to-reach groups and tackling health inequalities | Degree Qualification/Health Promotion QualificationExperience of delivering health/weight interventions to children, young people and families Experience of working within BAME CommunitiesExperience of planning and delivering appropriate health interventions specific to individual requirements | Application Form/ Interview/ Certificates  |
| **Skills & Knowledge** | Excellent time management and organisation skillsMust have a high attention to detailProactive approach and able to work on own initiativeTo be able to work unsupervisedExcellent team playerIT literate with experience using Microsoft Knowledge of the problems faced by socially disadvantaged sectors of the community. Skills/knowledge to utilise computer software, including Microsoft Work, Excel and PowerPointAbility to communicate effectively both verbally and in writing at all levels with individuals, groups and the publicUnderstanding concepts of behaviour change and how to implement theseUnderstanding and evidence of adhering to information governance policiesExperience of engagement work with key partners, organisations, families, service usersAbility to educate/train professionals at all levelsAbility to manage stressful situations | Knowledge of the Oldham health and social care environment area and an understanding of the challenges or barriers to behaviour change within the Oldham communityKnowledge of child protection and safeguarding children and vulnerable adults | Application Form/ Interview |
| **Job Specific Requirements** | The ability to travel independently across Oldham Work flexibly and adapt to suit service need- including evenings and weekend work where required |  | Application Form/ Interview |

Last Updated: February 2021