

## JOB DESCRIPTION

<b>Job title</b>	Resilience Team Coordinator, Young person's Misuse and Sexual Health service (Hammersmith and Fulham)
<b>Sector/Function</b>	Public Health
<b>Department</b>	Hammersmith and Fulham borough SM/SH service
<b>Reports to</b>	Resilience Team Manager
<b>Grade</b>	Top of Band 3

<b>Job purpose</b>	<p>To plan and provide high quality, innovative support to individuals accessing the Resilience service, which reflects our person centred values and the ambitions we have for the health, wellbeing and self-management of young people.</p> <p>To collect data from practitioners and report progress against Key Performance Targets</p> <p>To provide support to practitioners delivering advice, education and information to young people and professionals around positive sexual health – sex and relationships and Substance misuse. This involves overseeing professional trainings and workshops for young people specialising in sexual wellbeing, relationships and substance misuse.</p> <p>To monitor and audit the practitioners' caseload of individuals using evidence based / client centred principles to assess, plan, implement and evaluate interventions in the form of 1-1 key working sessions.</p> <p>To manage referrals by allocating them to an appropriate practitioner.</p> <p>To oversee safeguarding concerns raised and ensure they are escalated appropriately.</p>
<b>Key accountabilities</b>	<p>Design, plan and lead the delivery of our service by overseeing practitioners who:</p> <ul style="list-style-type: none"> <li>✚ Provide Sex and relationship education to young people via workshops, 1-1 work and outreach</li> <li>✚ Help individuals identify how different behaviours might present risks or benefits to their health and wellbeing</li> <li>✚ Support individuals to develop goal orientated health and wellbeing plans that are; comprehensive, person-centred and individualised based on a clear assessment of that individual's needs and circumstances.</li> <li>✚ Complete accurate, person-centred and individualised risk assessments.</li> <li>✚ Provide harm reduction advice around sexual wellbeing and substance misuse to individuals and groups</li> <li>✚ Engaging with young people on a wider context through topics and subjects which link into decisions and behaviours around sex, relationships and the use of substances</li> <li>✚ Educate young people in line with Relationship and Sex Education topics of</li> </ul>

	<p>consent, online apps, pornography, STI's, LGBTQ, Contraception, self-esteem and healthy relationships.</p> <ul style="list-style-type: none"> <li>Utilise our survey/quiz tool to help engage young people</li> <li>Contribute to our social media platform by providing ideas or concepts for digital engagement or delivering targeted messages in a way young people can be receptive of</li> <li>Signposting individuals to other agencies for information, support and resources</li> </ul>	
	<p>Key tasks are;</p> <ul style="list-style-type: none"> <li>Auditing practitioner's data entry and case notes to ensure notes are written accurately, care plans include SMART goals, risk assessments and reviews are completed in line with our process.</li> <li>Ensuring practitioners feel confident in their knowledge around substance use, sexual wellbeing and engaging young people</li> <li>Conducting 1-1 supervision and OPR's for practitioners you line manage, ensuring they are performing well and attending regular developmental training</li> <li>Identifying new agencies/organisations requiring training within SM and SH within the borough</li> <li>Identifying new agencies/organisations who would benefit from referring young people into our service within the borough</li> <li>Monitor monthly reports on 1-1 client activity and workshop/training delivery</li> <li>Ensure practitioners are meeting deadlines</li> <li>Attend regular multiagency safeguarding meetings</li> <li>Ensuring safeguarding is approached in line with policy and procedures</li> <li>Enable effective planning/control by ensuring required data is input into information management systems (CIM), interpreting trends and recommending or taking appropriate corrective actions.</li> <li>Undertake any other duties within your capabilities that are relevant to the job and reasonably requested of you by your manager.</li> <li>Help to project the desired image of Turning Point by demonstrating the corporate values through own example.</li> </ul>	
	Direct reports - 1	
	Total staff overseen - 2	

<b>Dimensions</b>	External contacts	Youth offending service, social services, schools, colleges, youth clubs, and other young people's mental health services in Hammersmith and Fulham
	Internal contacts	Turning-point DAWS and SASH Service and local management team.

# PERSON SPECIFICATION

<b>Job title</b>	Resilience Team Coordinator	
<b>Personal effectiveness</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>Ability to work independently and comprehensively plan and deliver projects.</li> <li>Ability to manage people</li> <li>Ability to work remotely from line manager.</li> <li>Building relationships with external professionals to encourage referrals or provide training to.</li> <li>Showing personal leadership (projecting confidence, using professional judgment when the path is not marked clearly, and looking for opportunities to lead).</li> <li>Ability to deliver against agreed goals, targets and outcomes.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Innovation (capacity to produce new ways around old problems, searching for creative solutions that inspire others).</li> <li>Ability to seek out and identify opportunities to 'add value' and progress the Resilience offer.</li> </ul>
<b>Technical effectiveness</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>Good working knowledge of sexual health and substance misuse issues</li> <li>Ability to evaluate 1-1 and training provision and report findings.</li> <li>Ability to collect data and report progress against Key Performance Targets.</li> <li>Good IT skills</li> <li>Ability to learn our data system (CIM)</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Ability to deliver training on brief interventions and motivational interviewing.</li> <li>Experience of developing/procuring E-learning solutions.</li> </ul>
<b>Acquired experience &amp; qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>Experience of delivering sexual health or substance services</li> <li>Experience of leading projects that require influencing others and coordinating complex relationships.</li> <li>Experience of providing supervision and employing coaching techniques.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Hold relevant training related qualification e.g. Social Care or similar</li> <li>Experience of working with, or have an understanding of substance misuse services and the needs of YP.</li> </ul>

	<ul style="list-style-type: none"> <li>✚ Experience of working with managers to understand the training needs of staff.</li> <li>✚ Experience of line management of staff – performance and KPI's</li> </ul>	
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Other requirements	Essential	Desirable
	<ul style="list-style-type: none"> <li>✚ Capacity to travel to all parts of the locality of delivery (H&amp;F) as well as other Turning Point Services</li> <li>✚ Willingness to work flexibly in order to reflect the demands associated with the delivery of the service.</li> <li>✚ Ability to work remotely from time to time</li> </ul>	