

ARUN DISTRICT COUNCIL

JOB DESCRIPTION

Designation	:	Arun Wellbeing Adviser
Grade	:	Scale – S5
Hours	:	37 hours including rotated evening and occasional weekend work
Directorate	:	Services
Service	:	Community Wellbeing
Location	:	Arun Civic Centre, Littlehampton
Responsible to	:	Senior Wellbeing Officer

Post Holder: The Job Description defines the agreed duties and responsibilities. The changing needs of the Council may give rise to changes in any aspect of the Job Description which will therefore be subject to periodic review.

Purpose of Job: Arun Wellbeing has been commissioned to provide information, signposting, referral and advice to people who live and/or work in the Arun District with a particular focus on those services that support behaviour change in people with increased risk of developing cardiovascular disease, diabetes type 2, stroke and preventable cancers.

The role of the Wellbeing Adviser is to provide one-to-one advice to adults of all ages wishing to improve their health through behaviour change, using brief interventions and motivational interviewing techniques. These activities will take place in office bases at both Littlehampton and Bognor Regis, as well as at planned outreach areas and workplaces across the district, and there will be a requirement for a rotation of early evening work and occasional weekend work to enable support for clients outside of office hours, regular delivery of courses and attendance at events.

Hours worked over evenings or a weekend can be taken as flexi time or claimed back as TOIL at the agreed overtime rate. Under special circumstances and with prior agreement from the Programme Manager this overtime can only be taken as payment.

The post holder will work closely with the other members of the Arun Wellbeing team which provides information, signposting and referral, as well as commissioning a range of services and activities which support health improvement. The post is subject to an enhanced DBS check.

Duties and Responsibilities:

1. To provide one-to-one advice in person to adults of all ages who have been referred by the Arun Wellbeing Team, GPs and other health professionals, or who have self-referred, for support to reduce risk factors for cardiovascular disease, diabetes type 2, stroke and preventable cancers. This is a universal service open to all and clients may include those with learning disabilities, mental ill health, long term conditions, and other vulnerable groups.
2. To use techniques such as motivational interviewing, cognitive behaviour therapy etc. to deliver; brief interventions, NHS Health Check, Stop Smoking Services and Wellbeing MOTs to identify behaviours that need changing such as improved nutrition, reducing alcohol consumption, weight management and increasing physical activity.
3. To lead and coordinate on specific Arun Wellbeing services which could include Weight Management Programme, Pre-Diabetes, Stop Smoking, Health Checks etc. as directed by the line manager or Arun Wellbeing Programme Manager - setting dates, booking venues, allocating wellbeing advisers to lead or support each course, sending reminder letters to clients, collating and presenting course to an agreed standard with the most current NHS guidelines and recording client data.
4. To deliver weight management and pre-diabetes sessions to community, workplace or GP-referred groups, targeting delivery according to the differing levels of understanding of different groups. Weight management classes are usually held in the evenings, lead and support roles are rotated within the team.

5. To log accurate and detailed client information onto a comprehensive evaluation database and provide quarterly monitoring information including case studies.
6. To lead on one public health campaign each year, and support delivery of other campaigns
7. To identify appropriate community and other outreach venues such as businesses, day centres, family centres and other places across the Arun District, including within disadvantaged wards and rural areas, for the purpose of carrying out face-to-face brief interventions and motivational interviewing within the community. To carry out promotion of events.
8. To work in partnership with other local providers, e.g. Prevention Assessment Teams, Carers Support, and providers of NHS Health Checks.
9. To promote the service through development of flyers, leaflets and newsletters, working with Arun's Communications and Design teams.
10. To work closely with officers from other departments, e.g. Benefits, Housing, Environmental Health, with colleagues from Adults Services (especially the Prevention Assessment Teams) and voluntary sector organisations, as well as with GPs and other health professionals to identify individuals who would benefit from the service.
11. To refer clients on to specialist professional advice and services as appropriate, e.g. Benefits, Housing, or support lifestyle changes that help manage long term conditions, e.g. smoking cessation, other commissioned projects
12. To meet regularly and work closely with the other members of the Arun Wellbeing Team, attending team meetings and supporting team events and activities. To attend occasional meetings across the county of West Sussex with other Wellbeing Advisers and/or relating to specific topic areas.
13. To deal with enquiries from the public and give information or signposting/referring as appropriate.
14. To network with local voluntary, community and statutory agencies which promote physical and emotional wellbeing for residents of Arun, to gain knowledge and understanding of a wide range of partnership wellbeing agendas, in order to be able to respond to enquiries from the public and health professionals where required.
15. To be aware of, and comply with, up to date Public Health and NHS guidelines, current legislation as well as Equal Opportunities, Health & Safety at Work, General Data Protection Regulation (GDPR) and Freedom of Information. To be aware of, and comply with, the Council's policies and procedures as set out in the Constitution, Standing Orders and the Code of Conduct for Council Officers.
16. To undertake such other duties that fall within the range of capabilities of the post holder as directed from time to time by the Services Manager Community Wellbeing or the Senior Wellbeing Officer

Signature of the
Post Holder:

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Date:

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Signature of the
Line Manager:

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Senior Wellbeing Officer

Date: July 2019