**Health Liaison Worker Bassetlaw**

**Role Description**

**Position:** Health Liaison Worker Bassetlaw

**Salary:** £20,515 - £22,626 (pro rata)

**Hours:** 25

**Reports To:** Joint Service Lead

**Direct Reports:** No line management responsibilities

**Area:** Bassetlaw, Nottinghamshire

**Base:** Homewith regular attendance at DCA office: 3 Park Road, Ripley, Derbyshire, DE5 3EF.

**Contract Length:** Until 31st October 2023. (with potential for extension)

**Overall Objective:**

To identify Carers by liaising and forming partnerships with Primary Health settings and wider Health colleagues across Bassetlaw

**Main Responsibilities:**

Make connections with GP surgeries and other Health Care partners in Bassetlaw to offer support and training to better provide support for Carers. To promote best practice offering presentations and training, networking opportunities, information and guidance to professionals working with carers.

**Main Tasks**

1. To engage with Health services to promote the needs and awareness of unpaid Carers.
2. Make contact with GP surgeries across Bassetlaw reviewing systems in partnership to maximise the awareness of Carers registering with them and to deliver training and presentations to the staff teams.
3. To provide or arrange networking opportunities for professionals as appropriate within a flexible working arrangement. Working outside of office hours as needed.
4. To form close links and partnership working relationships with Health services and organisations within Bassetlaw for the benefit of Carers and their families.
5. To maintain records, collect statistical data, provide reports and store and share information in accordance with requirements of the post, organisational policies and protocols and the Data Protection Act.
6. To participate in team meetings, team building, training activities and appraisal to enhance personal and professional development.
7. To prepare for and participate in regular supervision meetings and seek additional supervision, as appropriate.
8. To work to Action Plans with timescales and monitoring systems, as identified by Service Managers.
9. To work with Health and Safety Law and organisational policies and procedures, as integral to safe practice in the service provided.
10. To undertake other reasonable duties associated to the role. In addition to your normal duties, due to the fact that DCA is a small organisation, you will be required to undertake other duties from time to time as the Charity may reasonably require.

Job descriptions may be reviewed from time to time to take into account the changing circumstances and developments of the Charity, following discussion with the post holder

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**Person Specification:**

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| **Attributes** | | **E/D** |
| **General** | * *Understanding of Carers and the engagement with community services. Liaising with GP’s in raising awareness of carers and their systems to support carers registration* | D |
| **Qualifications and Training** | * *A range of GCSEs A\* to G or equivalent* * *Educated to degree Level or equivalent* | E  D |
| **Experience** | * 2+ years' experience in Health or social care * Similar relevant work placed experience | D  E |
| **Knowledge, skills and abilities** | * *Communication skills* * *Time management skills* * *The ability to work independently* * *Effective time management* * *Presentation and training delivery* | E  E  D  E  D |
| **Personal Qualities** | * *A helpful and friendly approach, Ability to demonstrate empathy and compassion.* * *A caring nature* * *Dedicated and committed.* * *Excellent work ethics* | E  E  E  E |

**Additional requirements:**

**Safeguarding**

DCA is committed to the safeguarding and protection of young people, vulnerable adults and children. Employment will be subject to the receipt of two satisfactory professional references, and an enhanced DBS certificate

**Driving License**

A full driving license with a vehicle insured for business use (minimum of 4 seats) is required to undertake the role.