

Health Lead

Job Description

Job Purpose:

To shape, design, and manage health initiatives within Options to support people with disabilities to improve their health.

Responsibilities:

1. Build up a database of the broad health indicators for the people Options supports.
2. Research and understand the various national, regional and local projects to improve the health of people with learning disabilities.
3. Identify the main target areas of concern for action.
4. Ensure Team Action Plans focus purposefully and productively on improving and sustaining people's good health.
5. Initiate a range of activities/projects/initiatives to improve the health of the people we support, particularly focusing on the main areas of concern.
6. Know some of the people supported sufficiently well to inform best practice in support around their health.
7. Produce monthly and ad hoc bulletins promoting ways to improve people's health.
8. Provide training on good health for staff throughout Options and work with individual teams also.
9. Work with all our partner organisations, families and others to promote good health.
10. Support people to manage their own health as much as they are able.
11. Provide regular reports to the Leadership Team on activity and progress in the role.
12. Implement and work to all Options policies and procedures.
13. Ensure compliance with relevant contractual and statutory requirements in relation to health.
14. Participate in a range of training and personal development opportunities.

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Person Specification

Experience:

- At least one year's experience of working in a management role in an organisation which was person centred, mission orientated and innovative, and serving people with learning disabilities.
- A track record of successful practice with people with a learning disability.
- Experience of health initiatives to bring about real change (desirable)

Skills, Values and Knowledge:

- Person Centred – committed to ensuring people with disabilities are valued and enabled to take control of their own lives. To champion this when the going gets tough.
- Leadership Skills – the ability to set direction, lead and motivate staff so that things get done.
- A passion for good health.
- Communication Skills – the ability to really listen to people supported and staff, and to communicate clearly – verbally and written.
- Pro-active and Purposeful – a self-starter who sees what needs to be done and gets on and does it or helps others to do it.
- Relationship Skills – good with people – able to support people and to challenge.
- Time Management – ability to organise and manage a complicated and demanding range of responsibilities and duties
- Emotional Intelligence – the ability to understand your own and the emotional make-up of others, and use both to deliver Options vision.
- Positive Role Model – hardworking, flexible and proactive.
- Independent thinker – prepared to stand alone and buck the trend
- Committed to learning and personal development
- Integrity – a clear desire and commitment to working out one's values openly and honestly.
- Knowledge of how to design and develop health initiatives for people



Summary of Terms

Salary: £18,500

Hours: 40 hours

Holidays:

28 days including 8 Premium Days

Training:

Options will support the post holder in pursuing their development. Significant and attractive development opportunities will be available.

Sick Pay:

Options currently provides 5 calendar days sick pay at full pay for staff, after a waiting period of 3 days.

Pension Scheme:

Options will contribute 3% of salary to a pension scheme.

Based at:

St Nicholas House, Old Churchyard, Liverpool, L2 8TX. Occasionally travel outside of Merseyside will be required.

Mileage:

30p per mile.

Recruiting staff with Criminal Records

Options is committed to people – people we support with learning disabilities and people who work for Options – our staff. We recognise that sometimes people commit crimes, but then develop beyond that, with the potential to be great at supporting people with disabilities.

Options is committed to providing opportunities for employment for people who have a criminal record or have been the subject of police enquiries. What we must do is to ensure this happens safely, without putting people we support at risk – financially, physically or emotionally.

Options, therefore has a policy of carrying out Disclosure and Barring Service checks (DBS) on all of its employees. DBS checks examine people's police records and other national registers that may indicate someone's unsuitability to work with people who are vulnerable. We do this because:

- a) We want to ensure the safety of people we support
- b) We want to get the right staff (who may have committed offences but have developed beyond that)
- c) We are legally obliged to.

We comply with the DBS Code of Practice and undertake to treat all applicants fairly. A copy of the code of practice is available from the office if you would like one. We are keen to give a 'second chance' to people no longer likely to commit offences. Potential employees are advised at application stage i.e. in the application form, that they must disclose any cautions / convictions / warnings / court appearances which they have and that failure to do so will result in dismissal should the cautions / convictions / warnings be revealed subsequently, this is true of all civil and criminal offences. Should a candidate disclose cautions / convictions / warnings / court appearances at the interview stage, the chair of the interview panel should ask the person for more details. The decision as to whether or not to appoint should then be made bearing any of the information that has been disclosed in mind.

Should a successful candidate not reveal any cautions / convictions / warnings / court appearances which he/she have at application, Options will terminate that person's employment, based on non-disclosure, and the need for honesty and integrity in the service. Applicants are always appointed subject to a satisfactory DBS check.

Options reserves the right to refuse employment to anyone who has a conviction for the following, should the circumstances of that conviction indicate that the employee may pose a potential threat to any of the people we support.

- Fraud
- Obtaining money by deception
- Crimes of a violent nature
- Burglary
- Theft
- Actual Bodily Harm
- Drug Related Offences.

No offence whatsoever is regarded as spent as Options work and appointments are exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work that we do.

Options also reserves the right to refuse employment to anyone who has a number of convictions over a period of time, where the crime itself may not warrant either not appointing a candidate or termination of employment but the frequency and the pattern of crime indicate the person may re-offend.

Having a criminal conviction will not necessarily bar you from working for us. That will depend on the nature of the conviction and the circumstances and background of your offences. Dishonesty regarding convictions, cautions or court appearances will lead to non-appointment.