**Job Description & Person Specification**

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| **Post Title** | Health Visitor |
| **JE Reference** | W640 | **Grade** | G+ | **SCP Range** | 30 - 32 |

**Reporting line:**

Clinical Lead

Health Visitor

Health Visitor Staff Nurse / Community Nursery Nurse

# **Job Purpose:**

The Specialist Community Public Health Practitioner - Health Visitor will have continuing responsibility for a defined clinical caseload, will lead and develop family centred public health, working with individuals, families and communities to improve health and tackle inequalities.

Health Visitor will lead the delivery of the Healthy Child Programme 0 – 5 years across health and other key partners

# **Relationships:**

**Accountable to:** Clinical Lead

**Accountable for:** Health Visitor Staff Nurse and Community Nursery Nurse

**General Contacts:** All health and social care colleagues working across Redcar & Cleveland and across Tees. Primary Care, Acute Care, Social Work, Universities and Early Help Services

**Service Principles:**

Health Visiting is underpinned by four very clear principles:

1. Searching for health needs
2. Stimulation and awareness of health needs
3. Influencing policies affecting health.
4. Facilitation of health enhancing activities, maximising health potential

Health Visitors lead the delivery of the Department Health Healthy Child Programme (2009) both within health and across other key partners. This programme is a universal progressive programme delivering a series of contacts with Children and their families at key stages. All children are offered the universal programme and dependent upon identified needs targeted programmes of care are offered

Health Visitors works with both individuals, with families and communities profiling health needs and planning and delivering programmes of care to meet identified needs

Health Visitors work as part of a skill mixed team, the Health Visitor leads this team, delegating work to Health Visitor Staff Nurse and Community Nursery Nurse as appropriate

Care Packages that the Health Visitor delivers range from Universal Healthy Child Programme contacts to complex and challenging multi factorial complex safeguarding issues.

# **Key duties and responsibilities:**

1. Work across the age span, targeting vulnerable and disadvantaged groups using evidence based preventative models
2. Identify profile, analyse and address the needs of individuals, families and the wider communities with regards to public health priorities. Working particularly to the Department Health ( 2015 ) High Impact Areas for Health Visiting
3. Work in partnership with individuals and families to ensure that their needs are identified and care packages are delivered and evaluated to meet need
4. To communicate assessed need to parents and carers that may be emotive, complex and contentious.
5. Work in collaboration with other health and social care professionals, statutory and voluntary agencies to maximise the potential of all existing resources.
6. Work in partnership with local agencies and the local community to plan and Implement local health improvement programmes to promote social inclusion, address local health inequalities and address key public health priorities
7. Have excellent communication skills to work with clients in potential hostile environments when dealing with issues such as child protection, domestic violence disability and mental health issues.
8. To ensure that needs are identified at the earliest opportunity and packages of care are put in place to meet need. To undertake Early help Assessments and to be the Lead Professional for families coordinating early help across a number of agencies
9. To be at the forefront of the identification of child protection issues and participate in the assessment, planning implementation and reviewing process with other relevant agencies, working collaboratively to plan implement and evaluate programmes of care.
10. Be able to present complex, contentious information in a professional manner adhering to the LSCB guidelines at all times
11. To maintain accurate, comprehensive and contemporaneous records in accordance with the standards of the Council and NMC professional guidelines.
12. To work independently within broadly defined policies and to adhere to professional and organisational defined code of conduct.
13. To be able to respond appropriately to frequent crisis situations such as bereavement post natal depression, substance misuse where circumstances are distressing and emotive.
14. Plan own workload to meet the constantly changing need of service users
15. To be accountable for own work, where the workload is unpredictable.
16. Be able to work alone in a variety of working conditions, visiting families in their own home where the standards of hygiene can vary considerably.
17. Be able to work across social boundaries and with families of different cultures where language may be a barrier.
18. To assist in developing care programmes and assist with the lead of the provision of the Healthy Child Programme, within the home or clinic setting, delegating as appropriate. Be responsible for recognising deviations from the ‘norm’ and referring appropriately.
19. Deliver focused work on parenting and attachment using evidence based techniques i.e.NBO / NBAS techniques, Solihull evidence based programmes and Pregnancy Birth & Beyond
20. Participate in care planning for children with complex needs, including disabilities.
21. Be part of the assessment process for looked after children.
22. Organise planning meetings for multi agency care pathways for complex and special need cases, where there may be differing professional opinions
23. Actively contribute to the identification of children at risk of abuse. Write reports and make referrals to Social Services and other agencies in accordance with Council Policy and Procedures. Attend case conferences, core groups, strategy meetings and participate in any care protection plans which result from conference.
24. Weigh and measure children, plot and assess and analyse growth for child protection requiring accuracy, and to diagnose faltering growth.
25. To act as an nurse prescriber diagnosing and prescribing treatment for a range of childhood conditions, smoking cessation and minor ailments.
26. Promote and participate in the immunisation programme as and when required by the Council
27. To be proactive in encouraging Breast Feeding, influencing initiation and maintenance rates at 6 – 8 weeks, maintain up to date, evidence based knowledge and working at all time to the principles of Unicef Guidelines Working in collaboration with other key agencies support the delivery of Take the professional lead on projects as required.
28. Utilise community development and community outreach techniques to enable identified populations within the local community to reach their full health and social wellbeing potential.
29. Be able to facilitate groups effectively in a variety of settings, on complex, and potentially stressful topics, in a range of situations.
30. Be responsible for entry of epidemiology data compiled from multiple sources, also health needs data and workload data to inform planning and to provide community health profiles Participate in working groups for service development, protocol and

**Personal responsibilities**

1. To be able to work both as an independent autonomous practitioner and as part of a team
2. Responsible for continually updating professional knowledge, Implement evidence based practice and meet the NMC revalidation requirements
3. Be able to concentrate intensely for long periods of time for child protection cases, core groups, planning meetings and the preparation of written reports
4. To attend court as required to present professional knowledge and information which will involve cross examination by barristers.
5. Undertake professional supervision as per organisational policy
6. Undertake and fully participate in individual Personal Development Plan Programme.
7. Supervise the training and day to day management of support staff, including the allocation of work as required. Provide mentorship and preceptorship of newly qualified staff.
8. To participate in training and supervision of students.
9. Work can involve kneeling; stooping and crawling in confined spaces, and can also involve carrying bulky equipment from the car into client’s homes or community premises.
10. To report and record all accidents, untoward incidents and complaints in accordance with council policy
11. Be familiar with and understand the Council policies and procedures
12. Keep accurate, contemporaneous records observing the confidentiality of records and in accordance with NMC Code of Professional Conduct. Adhere to the Council policy on records management

**Infection Prevention**

Ensure that (s)he follows the Trust’s hospital infection prevention and Adhere to policies and procedures to protect clients and staff from healthcare-associated infections. Comply at all times to the correct hand hygiene procedures

All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

**Privacy and Dignity**

Responsibility for protecting privacy and dignity does not lie with one individual or group but with staff at every level. Staff members must adhere to Council policies with regards to Privacy and Dignity.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** June 2016 **Author:** Susan Walton

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| **POST TITLE** | **GRADE** |
| Health Visitor | G+ |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Experience of evidence based practice
* Multidisciplinary agency working
* Experience of working with students
* Work with various client groups
* Management of own workload
 | * Undertaken family population health needs assessment
* Knowledge / experience of Health Visitor Pathways
 | A,I |
| **SKILLS AND ABILITIES** | * Highly developed verbal and written communication, negotiation and persuasion skills
* Ability to make decisions and deal with conflict
* Ability to manage / prioritise workload and work to deadlines
* Organisational skills
* Clinical supervision/reflective practice skills
* Ability to network with community based organisations
* Work autonomously as appropriate
* Ability to motivate others
* Enhanced Leadership skills.
* Flexible, self-motivated and open to change
* Ability to work well as part of a team and on own initiative
* Understanding of issues relating to diversity
* Computer Literate
 | * Evidence of setting up a new initiative in response to a local need
 | A,I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * RGN
* Specialist Community Practitioner Health Visiting - or equivalent
* Nurse prescribing qualification
* Demonstrate awareness of public health agenda
* A good working knowledge of Child Protection policies and issues
* Demonstrate awareness of current professional issues
* Knowledge of partnership working
* Knowledge of the changing healthcare environment in relationship to children’s’ services
* Understanding of professional accountability.
* NMC Code of Professional Conduct
* Proven evidence of continued professional development.
 | * Recent evidence of other post registration education and training
* Evidence of recent professional development
* Knowledge of audit process
* Registered Practitioner with Public Health England
 | A,I,C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours
* Commitment to own continuous personal and professional development
* Strong team player, committed to an ethos of continuous improvement
* Full driving licence
 | * Evidence of own continuous personal and professional development
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| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
 | * Evidence of having completed training in equality and diversity awareness
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| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
 | * Evidence of surpassing customer expectations or service targets / goals
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**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE