

Job Title:	Early Years Community Practitioner
Reports to (job title):	Clinical Team Lead
Line Manager to:	N/A

Job purpose

B&NES Health Visiting Service is an innovative and progressive service and this role requires a flexible, warm, reflective practitioner who enjoys working with children and families to make a difference. You will be keen and enthusiastic to develop your skills and knowledge in order to maintain the excellent standards we value.

You will be required to work alongside Health Visitors in partnership with families, delivering a variety of evidence-based interventions that promote an attuned and sensitive approach to parenting and support the social, emotional and developmental needs of children.

You will jointly plan, deliver and record your allocated work, and will liaise with Health Visitors and other colleagues. You will work largely alone visiting families and delivering groups across the B&NES area with regular supervision and additional support from the Health Visiting team.

We aim to create an environment in which colleagues of all disciplines enjoy good working relationships and share new and relevant information

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- Supporting the facilitation of the Baby & Toddler Hubs
- Planning, delivering and evaluating 3-4 month Baby Next Steps sessions, facilitating discussions with groups of parents around their child's developmental needs, safety, the introduction of family foods, oral health and play.
- Delivering specified "Support packages" to families including: baby massage, sleep, moving onto solids and fussy eating, toileting and play for communication or speech and language delay.
- Co-facilitating with Health Visitors, the delivery of our antenatal parent programme "Hello Baby" – due to Covid 19 this is currently not taking place, training will be provided if restarting
- Delivering 2 year developmental reviews – training will be provided.
- Adopt a partnership approach with families utilizing a person centered, psycho-social model of support and to use evidence based information to inform their practice, working within the UNICEF Baby Friendly Initiative ethos and standards.

- To be responsible at all times for accurate and timely record keeping in line with local and national guidelines and policy.
- To contribute to child protection plans and multi-agency meetings where there has been involvement with the child/family during the course of your work.
- To liaise effectively with families, health professionals and Early Years Settings as part of the co-ordinated approach to communication within the locality.
- To participate in mandatory training and to take responsibility for identifying own professional development needs and accessing appropriate training in discussion with own line manager.
- The post may necessitate dealing with clients at distressing and emotional times, including bereavement, family breakdown and domestic violence.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- BTEC Level 3 Diploma in Early Years or
- CACHE Diploma in Child Care and Education Level 3 (2yr course) or
- NVA/SNVQ Level 3 in Early Years and Education or
- NNEB Diploma
- Evidence of a commitment to continuing professional development and reflective practice
- A good understanding of evidence based practice
- Good communication and interpersonal skills
- A sound knowledge of child development
- Ability to work flexibly and be adaptable according to service needs
- Good IT Skills
- Able to prioritise workloads, organise time and work to deadlines
- Willingness to undertake further training in group facilitation skills
- Car driver

Desirable

- Certified IAIM Baby Massage Instructor
- Experience of group facilitation
- Experience of working in a similar community role
- Experience gained in a voluntary or an unpaid capacity may be used to demonstrate experience and knowledge

Other requirements:

- Experience gained in a voluntary or an unpaid capacity may be used to demonstrate experience and knowledge

Employee signature

Manager signature
