

Job Description

Job Title:	Affinity Programme Group Facilitator
Reports to (job title):	Affinity Programme Manager
Line Manager to:	N/A

Job Purpose:

The group facilitator will work as part of the Affinity Programme Team working with schools, parents/carers, and young people to develop resilience skills and promote positive social emotional skills in children and young people.

The group facilitator will provide a vital role in the team, providing emotional wellbeing support and emotional regulation strategies through group based activity.

The successful applicant will be trained in delivering evidence based interventions which empower children and young people and their parents/carers to become engaged and thriving individuals, promoting positive social emotional skills

Key Responsibilities

- To provide structured resilience groups in schools to support children and young people to both prevent and overcome emotional wellbeing difficulties.
- To work flexibly to ensure minimal disruption to the child or young person's education. Some evening or weekend work may be required.
- To provide structured resilience groups with the important adults in a child or young person's life, in order to provide social and emotion competence in children and young people.
- To work closely in partnership with a range of multi-agency partners including CAMHS, Children's Social Care, Schools, and assist users to access, build and maintain effective relationships with them.
- To be knowledgeable and familiar with safeguarding procedures and ensure that they are always adhered to
- To ensure that assessment, support plans and reviews are completed within timescales and to a high standard to provide an effective framework for outcome-focused support.
- To provide the ECFWS senior management team with insights into practice in order to provide input, expertise and knowledge to encourage sharing of best practice more widely
- To carry out assessments and risk assessments to identify needs of children, young people and their families.
- To become part of the school environment, building and maintaining relationships with key staff members in school.
- To be part of delivery of staff training and development both within the service and to external partners.
- To develop excellent working relationships with key personnel from Education, health, social care and other stakeholders
- To ensure that all client records are completed contemporaneously and that outcomes are reported as required.
- To communicate with key partner organisations to ensure that the Affinity programme

achieves and maintains the highest profile.

- To be responsible for planning and delivering own workload to enable the flexible demands of the Service to be met.
- To encourage the involvement of children and young people, their parents/carers or important adults in the planning and development of the service.

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. At Virgin Care, 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. They're our moral compass and define the way we *Think*, *Care* and *Do* our bit.

1. **Strive for Better** – **Think**

- Challenge
- Improve
- Learn

2. **Heartfelt Service** - **Care**

- Inspire
- Understand
- Communicate

3. **Team Spirit** - **Do**

- Accountability
- Involve
- Resilience

Confidentiality and Information Security:

As a Virgin Care 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 1998 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

As a Virgin Care employee 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
- Adherence to the clear desk/screen policy
- Only using email accounts authorised by Virgin Care – eg @virgincare.co.uk, NHSmail etc. 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 eg line manager, Head of Information Governance, Information Security Lead
- Only using approved equipment for the use of Virgin Care 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 Virgin Care 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 have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

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

Virgin Care as an employer is committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment by working to relevant safeguarding legislation, multi-agency policies and procedures and Virgin Care policies and guidance. All colleagues working directly with people using our services, will support them to participate in decision making in accordance with the Mental Capacity Act 2005.

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 & Procedures

All Staff will comply with the Companies Policies and Procedures which can be found on the company intranet.

General

Virgin Care is 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.

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none"> Minimal Level 3 qualification in Psychology, Education, Child Development or other relevant field. Minimum of 1 year experience of working with children and young people with emotional health needs. Understanding of using goal based outcomes. Evidence of working therapeutically with children and young people. Experience in the delivery of groups to children and/or young people Demonstrable understanding of the impact of trauma on child development and behaviour. Active personal commitment to Continuing Professional Development Excellent communication skills with children, young people and adults. Experience, knowledge and understanding of school practice. Demonstrable record of good working practice with children and young people, having a positive impact on their lives and meeting their needs Demonstrable record of working constructively with partner agencies , in a way that can enhance the reputation of ECFWS An understanding and belief in the importance of positive mental wellbeing 	<ul style="list-style-type: none"> Level 4/Honours Degree in Psychology, Counselling or Teaching. Experience of working in a school setting

- Understanding of common mental illnesses affecting children and young people e.g. anxiety, depression
- An understanding of child development
- Knowledge of causal factors and management approaches to poor mental health in children and young people, e.g. self-harm, low mood.
- A clear understanding of children and adults safeguarding concerns and the implications for practice
- Ability to engage sometimes difficult to reach young people in group activities
- Decision making and the ability to exercise effective judgement
- Ability to make safe and appropriate decisions in a pressured environment
- Planning, organisational and time-management skills
- Excellent communication and presentation skills, written and spoken
- Problem solving
- Ability and commitment to working in an inclusive, team-focussed way
- Networking skills and ability to establish positive working relationship across a range of organisations
- Ability to relate to a broad range of people at all levels

- Excellent admin and up-to-date IT skills, including use of Microsoft Office, email and electronic reporting systems

Other requirements: -

- Driving License and access to vehicle for work purposes.
- Flexibility in working hours and location to meet the demands of the role

Employee signature: _____

Manager signature: _____