

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

Job purpose

The Early Help Family Practitioner role is to support Health Visitors to deliver the Healthy Child Programme (0-5), to achieve positive outcomes for children and families. This includes delivery of specific elements of the programme and a focus on the high impact areas.

You will utilise your knowledge of child developmental milestones to provide key elements of the Healthy Child Programme and targeted provision based on need as delegated by a SCPHN/ Team Leader and members of the wider team. You will be required to safeguard children in line with safeguarding policy. You will work in a variety of community settings including lone working in service users' homes. You will work in line with the organisation's corporate objectives and be expected to make a positive contribution to the provision of health services. You will be expected to work in line with HCRG Care Group's values and behaviours delivering excellent care with compassion. You will be responsible for maintaining accurate records including data entry, working proactively with parents and children to encourage uptake of service provision

Key responsibilities

- To carry out individual work with families as delegated by accountable Health Visitor and feedback outcomes.
- To support the facilitation of local healthy family drop in Hubs.
- To plan and deliver universal 3-4 month health promotion sessions, facilitating discussions with groups of parents/carers.
- To undertake Universal mandated reviews, including 6-8 week, 10 month and 24 month reviews as delegated by accountable Health Visitor, and to feed back regarding any child or family requiring further assessment, or referral, to the named Health Visitor.
- To carry out maternal mental health screening at 6 week and 10 month reviews using evidence-based screening tools.
- To participate in CO monitoring at key mandated contacts as per CO monitoring pathway.
- To deliver evidence based specific 'Care Packages' to families under the direction of the Health Visitor, including 'Home learning environment' to support speech and language development, infant massage to support positive attachment, healthy eating and introducing solid foods.
- To work with the Health Visitor in identifying and assessing development and growth.

- To participate fully in the Early Help process participating in Team around the Child/Family meetings as required and acting as lead professional when appropriate under direction of the named Health Visitor
- To keep accurate, comprehensive and contemporaneous records and reports and ensure high standards of record keeping within team
- To support and contribute to the identification of vulnerable children and children in need of safeguarding.
- To contribute to the implementation of the Baby Friendly Initiative.
- To participate in management, clinical and safeguarding group supervision.
- 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

Financial Responsibilities

- All staff will support their managers to make sufficient use of resources. All staff are responsible for identifying any actual or potential deviation from budgets and work with the team to find effective ways of handling it.
- All staff must ensure they use resources in an efficient and effective manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit.

Other factors

- Physical effort: the post is based within one of the organisations areas and will involve travel across a locality area, including lone working. You will require access to an appropriately maintained vehicle during working hours.
- Mental effort: the post may have an unpredictable workload pattern, frequent concentration required, and ability to deal with incidents.
- Emotional effort: the post may necessitate dealing with clients at distressing and emotional times, including bereavement, family breakdown, and domestic abuse.
- Working conditions: occasional unpleasant conditions, home visiting required. Occasional spillage of body fluids.

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
• Inspire • Understand • Communicate	• Challenge • Improve • Learn	• 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 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

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 always observe strict fire and security precautions.

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 with 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

Qualifications & Knowledge

- NNEB qualification, or equivalent to BTEC (National Diploma in Nursery Nursing) or equivalent such as NVQ level 3 (Childcare and Education) or Foundation Degree in Early Years/Education
- Full UK driving license and access to a vehicle

Skills

- A sound understanding of child development, parenting, and the ability to apply behavioural programmes
- To be able to communicate with people from a wide range of social economic, cultural, and ethnic backgrounds.
- Ability to demonstrate good written and oral communication skills to effectively communicate with all disciplines.
- Able to implement specific action plans in partnership with client and family.
- Hand-eye co-ordination, dexterity, manipulation, use of measuring and weighing equipment, keyboard accuracy, hearing, ability to drive a car.
- Ability to demonstrate good interpersonal skills to develop and maintain positive working relationships with professional and non-professional colleagues and clients.
- A positive commitment to maintaining and updating as appropriate professional and clinical skills, attitude, and knowledge.
- Provide advice and guidance with tact and sensitivity. Ability to maintain calmness and composure and to function positively within difficult or stressful situations.
- Valid UK Driving Licence
- Daily access to use of car to carry out duties of post across the locality.

Desirable

Qualifications & Knowledge

Job Description

- Certified Baby Massage Instructor.
- Experience of group facilitation.
- Experience of working in a similar community role.

Experience

- Experience of facilitating groups.
- Experience of working within a community setting.
- Experience of working in Safeguarding Children

Skills

- Commitment to Partnership working
- Ability to communicate with a wide range of colleagues in different disciplines.
- IT literate, e.g., word processing and e-mail, IT systems.
- Demonstrate the ability to use advanced knowledge and skills effectively

Employee signature

Manager signature
