

Job Title:	Education worker
Reports to (job title):	Nurse Manager
Line Manager to:	N/A

Job purpose

To develop and deliver ORBISH Sexual Health Services Education and Wellbeing service provision with young people in a variety of settings, ensuring effective delivery against commissioned contracts.

Base

The Education worker will provide administrative support at the Integrated Contraception and Sexual Health Service Hub, and some travel to community locations may be required.

Key Responsibilities

This post is responsible for

- Create an empowering, non-judgmental, positive and welcoming atmosphere for young people, emphasising self-determination and assisting young people to make plans and decisions and to accept responsibility
- Empower and encourage all young people to access both young people's support programmes and sexual health services as a whole, with particular emphasis on 'at risk' groups as defined by the organisation
- Deliver tailored educational programmes for high-risk groups, universal groups or individuals that will enhance their self-esteem and reduce risk-taking behaviours
- Assist in the development, delivery and evaluation of training programmes and support other professionals involved with young people to help develop their skills, knowledge and confidence in the effective delivery of Sex and Relationships Education, including Condoms Now.
- Undertake initial consultations with clients including a social and lifestyle history, using the Fraser guidelines and our programme templates: record all interventions in a timely and accurate manner
- Undertake brief interventions during client consultations, promoting a holistic approach that sees the individual's health and wellbeing, emotional, physical, sexual, mental and social needs are met in accordance with the IMB Framework
- Work within ORBISH internal pathways to refer clients to the appropriate professional team member or external service

- Where appropriate, work within Multi Agency Teams to assist social workers and the Police to fulfil their statutory obligations to children in need of help or protection
- Monitor and evaluate work as required, keeping secure written and statistical records of work undertaken and providing reports as required
- Represent the service / HCRG at events, conferences, meetings etc.
- Achieve volume and activity targets as agreed with the Service Manager
- Promote awareness of the services offered by HCRG Sexual Health Service, among vulnerable and disengaged young people (particularly under-represented or marginalised groups and those who work with them)
- To establish and maintain rapport and respectful and trusting relationships with children, parents, carers and other professionals whilst providing 'persistent and challenging support'
- To ensure a healthy and safe working environment for clients and other staff whether in an office, education and training venue or outreach environment

The post holder will also work within national, professional guidelines and HCRG Safeguarding policy where there are safeguarding issues with clients, and refer to the Designated Safeguarding teams in accordance with local Safeguarding referral pathway

NB: This job description identifies the key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. HCRG reserves the right to amend the job description as the role develops with the organisation.

This job description is a general outline of the role and responsibilities. In order to meet the needs of the service you may be asked to undertake further/other duties and/or responsibilities consistent with your role e.g. Infection Control champion, first aid at work champion, health and safety champion, flexible working, project involvement, internal rotation and absence cover at short notice.

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

- Inspire

Think

- Challenge

Do

- Accountability

- Understand
- Communicate

- Improve
- Learn

- 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

Successful applicants will be able to demonstrate they meet the following criteria.

Experience

- Demonstrable experience of working with groups of vulnerable young people
- Experience of the issues affecting young people, particularly vulnerable or excluded groups

Skills and Abilities

- Ability to communicate effectively with young people, demonstrating an awareness and understanding of the diverse range of issues affecting them
- Excellent communication skills, especially with young people and excluded groups
- Ability to network and build sustainable working partnerships with other agencies and key stakeholders
- Ability to organise own workload and work without direct supervision
- Proven ability to manage a complex and demanding workload, prioritising effectively
- Handling sensitive information and listening to the needs of clients and responding appropriately

Knowledge

- Understands the importance of maintaining HCRG's confidentiality policy for young people and the legal provisions in the Data Protection Act
- Understanding of confidentiality in relation to sexual health
- Has knowledge of social and situational factors influencing young people's sexual health and wellbeing
- Knowledge and understanding of the law, guidance and safeguarding issues relating to advice and treatment offered to under-16s
- Understands the principles of equality and diversity
- Knowledge of safeguarding children and vulnerable adults

Education and training

- Educated to GCSE level (minimum 5 passes) or equivalent
- Commitment to personal development and further training

Other requirements

- Committed to working in an anti-oppressive way and striving to create equal opportunities for young people
- Maintains strict confidentiality concerning all HCRG matters
- Ability to be flexible in terms of working hours, including occasional evening and weekend working
- Holds a current driving licence and has use of own vehicle (work related mileage will be paid if authorised)



Job Description

