

Job Description

Job Title:	Baby Steps Facilitator Wiltshire
Reports to (job title):	Baby Steps Programme Lead Wiltshire
Line Manager to:	Not applicable

Job purpose

The Baby Steps Programme has been commissioned as part of the Wiltshire Child and Family Wellbeing Service - Public Health Nurse led Service.

Baby Steps is an evidence based antenatal and early postnatal programme to enable parents who are more likely to need extra help to build supportive relationships and transition to parenthood.

Introductions to the programme are from Midwifery services,

The programme consists of an initial home visit, six antenatal and three post-natal sessions.

The programme is interactive and focuses on the transition to parenthood, the relationship between parents and the development of a positive parent-infant relationship. Topics include preparation for birth, breast feeding, practical baby care and focuses on key themes that reflect the importance of protective factors in the perinatal period.

The programme aims to:

- Strengthen parent-infant relationships.
- Strengthen couple relationships.
- Support the building of strong support networks.
- Improve feelings of self confidence as well as levels of low mood and anxiety

Help parents to understand babies' development.

Base

The post is based at one of the three locality Hubs in Wiltshire:

High Post Hub Salisbury

Derby Court Hub Trowbridge

Greenways Chippenham Hub

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Key responsibilities

- Ensuring the full remit of the Baby Steps programme is offered and where appropriate delivered to the defined eligible client group.
- To facilitate the programme in full partnership with trained Family Hub facilitators.
- Co deliver the Baby Steps programme including home visits and nine group sessions at allocated site.
- Support the delivery of a minimum of 6 programmes a year from each site
- Provide cover for the other Baby Steps health professional facilitators in times of absence to ensure consistent running of programme.
- Obtain and document consent from families for information to be shared for both programme delivery and programme evaluation purposes.
- Ensure evaluation information and data is gathered in accordance with local agreements
- To ensure that the programme is delivered to the highest quality standards ensuring adherence to the fidelity of the programme.
- Support father inclusivity.
- To effectively facilitate groups.
- To maintain basic knowledge and skills to support breast feeding and safe and responsive bottle feeding.
- To participate in networking with all other relevant agencies to enable a seamless pathway of care.
- Keep coherent records of all activity in line with service protocols.
- Have a clear understanding of the value of the containing and strengths-based approach used in the Baby Steps programme.
- Knowledge of the risk and protective factors during the perinatal period, including parental mental health and couple relationship.
- Identify and support participants who may need additional support and targeted intervention.
- To have a clear understanding of and work within the Wiltshire Safeguarding Procedures to identify vulnerable children in need of safeguarding involvement.
- Support and empower families to model secure attachments.
- Knowledge and understanding of infants' physical, cognitive and emotional development.
- Knowledge of the importance and theory of attachment in pregnancy and early childhood.
- Knowledge of the risk and protective factors during the perinatal period, including parental mental health and couple relationship.

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- To empower participants to problem solve and plan their future.

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
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- 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

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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.

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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 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.

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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.

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Personal Specification

Essential

- Midwifery or General Nursing qualification
- Experience of facilitating groups and delivering evidence based programmes
- Experience of working with vulnerable parents and those who may not usually engage with services
- Experience of collaborative working within a multidisciplinary team.
- Ability to use Word, Power point, email, excel and electronic clinical record keeping.
- Leadership experience

Desirable

- Knowledge and understanding of the physical, cognitive and emotional in child development.
- Knowledge of the importance and theory of attachment in pregnancy and early childhood.

Other requirements:

Driving licence and access to vehicle for work purposes.

Employee signature

Manager signature
