Brent Mencap Job Description and Person Specification

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| Job Title | Vaccination Project Worker. Fixed term contract for 32 weeks from 29th March 2022 (1 to do 16 hours or possibly 2 to do 8 hours) |
| Employer | Brent Mencap |
| Location | 379-381 High Road, Willesden, London, NW10 2JR |
| Accountable to | Executive Director  |
| Responsible for  | Management of students, and project volunteers |
| Hours of Work | An average of 16 hours per week , some office based, some community outreach or home visits and 10% remote working worked mostly Monday- Friday with some evenings or weekends  |
| Salary | London living Wage currently £ 11.05  |

**Background**

Looking for a new role and purpose in life? Passionate about public health, vaccinations and interested in promoting Covid 19 vaccinations to Brent people with a learning disability and others? Use your skills and experience to support people with a learning disability and long-term health conditions to get vaccinated . Change your life by supporting others to get jabbed in our new 32-week project funded by Brent Health Matters.

You will provide information and support to individual and groups in person and by zoom to increase local knowledge and vaccine confidence among this group of people. You will visit places where people with a learning disability live, learn or socialise to chat to them or run information stalls. You will work with our social prescribers in local GP practices to check the people you meet are registered as having a learning disability so their other health needs can also be reviewed.

Brent Mencap (a growing and dynamic local charity) operates in a recently renovated Victorian Building with a fantastic garden in Willesden. We have a growing staff team of project workers, health educators and social prescribing link workers based on GP practices. In the 9 months to December 21 during Covid we supported over 6000 local people to improve their health and wellbeing. We host several other local charities and hold community events and activities here for local people with a learning disability and other disabilities

**Job Summary**

For this new role we are looking for an experienced, organised, and imaginative worker to provide person centred support to individuals with learning disabilities or long-term health conditions about Covid. We are looking for a confident and approachable person with experience of running health discussion groups in person or through zoom, running community information stalls and providing individual support and signposting with people with a learning disability and LTCs

**Job Description : Main Tasks/Key Responsibilities**

* Set up and facilitate 12 Covid 19 Vaccine awareness sessions 6 in person, 6 by zoom .
* Develop and distribute accessible Covid 19 vaccination publicity leaflets and posters locally and via social media to places where people with a LD live, learn or socialise
* Provide individual information and personalised support about covid vaccination to at least 60 people with a LD to enable them to complete their vaccination course
* Provide information and advice to staff in partner agencies who work with people with a LD
* Organise and run at least 60 community based covid information stalls at day services, colleges, health centres, colleges schools etc where people with a LD are based, learn or visit
* Provide Covid 19 information and signposting to vaccine hubs to other visitors to stalls.
* Keep registers, record discussions, decisions, and action from visits, stalls
* Organise Public health speakers for groups
* Write accurate case notes and record data on our system.
* Give accessible verbal/written information, to inform and empower people on other wellbeing service in Brent
* Recruit and support 3 volunteers to help with stalls, some who may have a learning disability
* Work within the Equality Act, Care Act, and other legislation
* Keep up to date with Covid developments and good practice in promoting Covid vaccinations
* Develop good working relationships with key staff within health and social care services and liaise with police, NHS staff, advice services, safeguarding team etc if required
* Participate in team meetings and training.
* Participate in personal, team and organisational development.
* Compile a written and digital evaluation record of sessions, achievements, and photos
* Provide monthly monitoring reports and contribute to overall project monitoring reports.
* Work in a way that prioritises safeguarding, health &safety etc in line with our policies
* Assist with other projects and tasks as needed

 **Person Specification: Candidates must show how they meet these on application forms**

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| 1. **Required Qualifications/Education/Knowledge**
 | Essential | Desirable  | Must be shown on Application form  |  Tested in Interview  |
| Knowledge of the current health issues facing people with learning disabilities and long-term conditions post covid  | **✓** |  | **✓** | **✓** |
| Strong knowledge/interest in Covid 19 vaccinations and motivational interviewing  | **✓** |  | **✓** | **✓** |
| A knowledge and understanding of public health , principles and practice. | **✓** |  | **✓** | **✓** |
| Knowledge of group work **and** how to work with people in a person-centred way | **✓** |  | **✓** | **✓** |
| Knowledge of effects of Covid 19 misinformation  |  | **✓** | **✓** |  |
| An understanding of safeguarding adults | **✓** |  | **✓** | **✓** |
| Knowledge of health and safety legislation and risk assessment  | **✓** |  | **✓** | **✓** |
| Substantial knowledge of the effects of  | **✓** |  | **✓** | **✓** |
| Detailed knowledge of Microsoft Office 365, Excel, PowerPoint etc and video communication such as Zoom and MS Teams. | **✓** |  | **✓** | **✓** |
| 1. **Required Experience**
 | **✓** |  | **✓** | **✓** |
| Experience of working with people in a way that gives clear, factual health information  | **✓** |  | **✓** | **✓** |
| Experience of giving health information and advice to a diverse group of people while supporting their rights, voice and choices | **✓** |  | **✓** | **✓** |
| Experience of challenging misinformation  | **✓** |  | **✓** | **✓** |
| Experience of working with people with learning disabilities and people with long term conditions  | **✓** |  | **✓** | **✓** |
| Experience of working with volunteers |  | **✓** | **✓** |  |
| Group work experience including organising, facilitation and accessible presentations in person and by zoom . | **✓** |  | **✓** | **✓** |
| Experience of working with and influencing external organisations and workers eg GP practices, supported living services.  | **✓** |  | **✓** | **✓** |
| Experience of planning and undertaking visits, outreach events / information days using easy read publicity |  | **✓** | **✓** |  |
| **3 Required Abilities** | **✓** |  | **✓** | **✓** |
| Passionate about upholding the rights of people with learning disabilities and LTCs  | **✓** |  | **✓** | **✓** |
| Passionate about public health and vaccination  | **✓** |  | **✓** | **✓** |
| Able to work within an equal opportunities’ framework with people whose health has been overlooked | **✓** |  | **✓** | **✓** |
| Able to be reliable, flexible and creative with people and groups  | **✓** |  | **✓** | **✓** |
| Ability to help people who are emotional or distressed to resolve a situation or signpost to appropriate support | **✓** |  | **✓** | **✓** |
| Able to plan organise and evaluate activities that promote well being  | **✓** |  | **✓** | **✓** |
| Ability to negotiate with and influence service providers, carers, colleagues and voluntary agencies | **✓** |  | **✓** | **✓** |
|  Ability to communicate clearly and effectively while also giving others time and space to speak | **✓** |  | **✓** | **✓** |
| Able to effectively solve problems  | **✓** |  | **✓** | **✓** |
| Able to treat people with respect and patience | **✓** |  | **✓** | **✓** |
| Able to deliver high quality support and services with an approachable and friendly attitude to people | **✓** |  | **✓** | **✓** |
| Ability to record to a high standard and to produce information in a clear and accessible way. | **✓** |  | **✓** | **✓** |
| Ability to plan successfully and to prioritise workload  |  | **✓** | **✓** |  |
| Able to communicate effectively in English using accessible language verbally and in writing | **✓** |  | **✓** | **✓** |
| Able to use IT including MS office packages (Word, Excel, PowerPoint. Outlook). Able to enter data on databases for recording purposes. Produce project paperwork and required reports.  | **✓** |  | **✓** | **✓** |
| Able to facilitate meetings in person or by Zoom/Teams  | **✓** |  | **✓** | **✓** |
| Able to develop Self | **✓** |  | **✓** | **✓** |
| Able to work flexible and unsocial hours regularly  | **✓** |  | **✓** | **✓** |
| Able to travel independently within Brent and London | **✓** |  | **✓** |  |
| Able to provide evidence of full Covid 19 Vaccination status or intention to complete within 2 months of start. | **✓** |  | **✓** |  |

**Closing Date for completed application forms: Midday 24th February 22 CV not accepted for safeguarding reasons**

**Interviews on Thursday 3rd March 22 in Willesden. It will include an accessible presentation to our self-advocates, questions from them and an interview panel (Lasting 1.5 hours**)

For more information about us look at [www.brentmencap.org.uk](http://www.brentmencap.org.uk)