

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Moving On
Tyne & Wear



JOB DESCRIPTION

JOB TITLE:	Health Pathways Officer – Fixed Term
REPORTS TO:	Performance Lead
RESPONSIBLE FOR:	Volunteers, placements
LOCATION:	Newcastle Upon Tyne & North Tyneside
PRIORITY CONTACTS:	Employers, Partners, Project Participants
SALARY:	c. £21,500 per annum

JOB SUMMARY

As the Health Pathways Officer, you will support Moving On Tyne & Wear participants with Learning Difficulties or Disabilities (LLDD) and autism to move towards training and employment. Working in a small innovation partnership, the role will offer one-to-one support to help participants overcome the health barriers that prevent them from progressing. The role will secure participants and also work with employers to create opportunities.

You will lead activity and work in partnership with other providers to tailor packages of support suited to individual's needs. This will allow them to better manage their conditions and move towards, or into, employment. Working closely with participants, the Pathways role will be responsible for supporting them through every stage of their journey, addressing barriers preventing engagement and introducing activities to support progression.

The role is fully funded by The National Lottery Community Fund and European Social Fund until the end of December 2020. Working in partnership with 13 voluntary and community sector

delivery partners, MOTW will support 1620 people, whose main barrier to employment is health, to progress towards the job market.

KEY TASKS

- Work with referral partners to promote Moving On Tyne & Wear and the Pathways project to the targeted participants
- Be responsible for supporting participants and carrying out personalised action planning to remove health barriers to progression.
- To promote good mental and physical health and wellbeing, and encourage and support activities which develop healthy lifestyles.
- Support holistic health assessments with all participants.
- Develop with participants an action plan with clear goals, identified barriers, and measures to overcome these barriers.
- Regularly review the progress of participants using the Outcome Star Tool.
- Manage a participant caseload and review ongoing progress, liaising closely with the full range of specialist partners as appropriate.
- To deliver specific initiatives to remove health barriers in partnership with innovation partners.
- Work in partnership and carry out joint key working in order to achieve improved outcomes
- Support participants to access resources and services to increase their employability to help them achieve their goals
- Provide information, advice, and guidance and support participants with job search, application/CV writing, and appropriate mock interviews.
- Promote volunteering opportunities through partners, as a stepping stone to employment and training.
- Identify and secure appropriate employment and training opportunities for designated participants.
- Promote participants to employers and assist in the placement of participants into jobs.
- Promote participants to colleges and training providers and assist in the placement of participants into further education and training.
- Provide ongoing support to participants once they have been placed into employment to ensure sustainability.
- Meet agreed performance targets.
- Act as an advocate of the services and present a professional image of Moving On Tyne & Wear at all times.
- Ensure that all project recordings and management information systems are adhered to and kept in place.
- Integrate, share knowledge, and spread best practice with other staff and partners within the Moving On Tyne & Wear programme.

- Link with appropriate statutory and voluntary services, both mainstream and specialist, as a means of promoting work, education, and leisure opportunities for people with health barriers to employment.
- Ensure that the service meets all relevant quality standards.
- Ensure good communication systems are in place within the service and that communications are positive and proactive at all times.
- Maintain participant confidentiality at all times.
- Seek advice and direction where necessary from supervision, involving decisions that may involve an element of risk.
- Maintain and organise workload to ensure effective prioritisation and delivery of objectives.
- Be prepared to work creatively and flexibly, which may occasionally include evening and weekend work.
- Work as part of a team, attend team meetings, and participate in staff training and development.
- Assist in the implementation of administrative and financial control systems to support programme delivery
- Willing to come up with ideas and suggestions for new ways of working that will ultimately improve overall performance and service delivery.
- Take all practical steps to ensure your own personal health and safety at work, and the health and safety of those you work with.

Additional responsibilities

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.

Moving On Tyne & Wear is joint-funded by The National Lottery Community Fund and the European Social Fund, as part of the Building Better Opportunities programme