

Job Description & Person Specification

Job title:	Stop Smoking Practitioner
Location / Contract:	Suffolk / OneLife Suffolk
Role Type:	Delivery Team (member of Stop Smoking Team)
Salary:	Competitive (plus 3% employer contribution to pension)
Hours:	37.5 hours/FTE
Reporting To:	Stop Smoking Senior Practitioner / Lead
Purpose of job:	To provide the delivery of an evidence based behavioural change smoking cessation programme for adults (and children aged 12-17 if required).
Key Relationships:	Senior Management Team, Senior Practitioners, Coordinators and Practitioners, Administration Staff

Overview of MoreLife and OneLife Suffolk

MoreLife are commissioned by Suffolk County Council to deliver a county-wide Integrated Healthy Lifestyle Service. These services are delivered utilising the OneLife Suffolk brand locally.

The services are: Adult Weight Management, Child Weight Management, Smoking Cessation, NHS Health Checks, Health Walks, Get Help 2 Get Active and training for professionals including Making Every Contact Count (MECC) training.

Each of our services are under-pinned by psychologically informed behaviour change curriculums and all clients accessing service are encouraged to maintain long-term healthy behaviour changes via our active maintenance programme and support by the OneLife Suffolk Club.

Key Responsibilities of the Role

- Be responsible for facilitating 1:1 and group Stop Smoking sessions to adults and teens to enable them to quit smoking in an effective and sustainable way. Delivery should account for 80% of a practitioner's time.
- Deliver a curriculum-based, 12 week programme to both groups and on a 1:1 basis.
- To support clients undertaking a harm reduction programme when piloted.
- Use coaching strategies, including goal setting and behaviour therapy skills to negotiate change to overcoming barriers to achieve smoking cessation.
- Support and assist other staff members to deliver care as delegated and directed.
- Educate adults and teens by facilitating interactive and engaging sessions on smoking cessation and possibly involving other healthy lifestyle topics.
- Support and encourage adults to set realistic goals in terms of changing behaviour and achieving positive healthy outcomes.
- Lead inclusive, fun, motivating and positive lifestyle experiences, considering the needs of the members of each group, while tailoring the intervention to suit the client.
- Promote a flexible approach to engaging with the OneLife Suffolk programme. Ensure there is the regular communication with clients between sessions, ring those who do not attend, and conduct follow-up calls on a regular basis to obtain client activity outcomes.
- Be responsible and accountable for clinical administration tasks and management of resources within the clinical area e.g. stock control, basic equipment cleaning, specific clinical tasks to support the smooth running of a clinic.
- Be sensitive and supportive to the psychological and physiological needs of participants, and signpost additional support where appropriate.
- Regularly evaluate the success of the programmes through self-data analysis and provide feedback to ensure continuous improvement in terms of outcomes.
- Adhere to local and national clinical guidance, standard operating procedures, standard treatment programme and safeguarding procedures.
- Support the patient assessment and monitoring process.

- Undertake timely and accurate computerised and paper collection of data on patient referrals, contacts and outcomes. Ensuring all data is updated within 2 working days.
- Ensure all recording systems are up-to-date and provide reports, interpreting and analysing the information in a clear and concise manner.
- Support the organisation to promote the service to Stakeholders, clients and health professionals in a range of different ways. Events, drop-ins, telephone calls, meetings and networking where necessary.
- As and when required, support the administration process of engaging clients onto programmes. For example, answering calls, sending out communication, telephoning clients.

Practitioner Roles and Responsibilities

- Responsible for delivering and / or coordinating front line services.
- Accountable for ensuring own service targets are met.
- Accountable for raising service issues immediately to Senior Practitioner/Lead.
- Escalation to decision maker in line with structure.
- Accountable for adherence to organizational policies e.g. personal safety and behaviours.
- Accountable for delivering to own individual service delivery targets.
- Responsible for the reporting of day to day service delivery issues (e.g. system outage and staff shortages).
- Contribute to Business Continuity Planning and membership of emergency response team.
- Support across own peer group tier – and deputise for Senior Practitioner / Lead when requested.

- Accountable for appropriate risk and governance reporting e.g. Incident (near-miss) reporting and Safeguarding referrals and adherence to appropriate escalation procedure.
- Operates within organisational values and supportive of OneLife Suffolk culture.

For all MoreLife Staff

- To partake in promotional activities outside of the usual responsibilities of your role as and when requested by line management.
- To be willing to work flexibly to meet the needs of the service including out of hours working (i.e. evenings and weekends) on an ad-hoc basis and with reasonable notice.
- Undertake any additional duties as deemed reasonable and beneficial to benefit the service.

Equality and Diversity

MoreLife is committed to the principles of valuing, respecting and delivering an organisational culture that promotes equality and diversity.

The organisation has clear goals and aspirations to promote equality both within the company and the provisions of our service. MoreLife is committed to ensuring that equality, diversity and human rights principles are at the heart of our operation and that this is emulated in our provision of healthcare to patients, the public and carers as well to our Staff.

Post holders must at all times carry out their job responsibilities with due regard to the MoreLife's Equal and Diversity policy.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED		
			A	I	T
QUALIFICATIONS					
Minimum of 5 GCSEs graded 4 to 9 (C to A*) including English, Mathematics and Science-related subjects.	X		X		
Health and Social Care Level 2 or above.		X	X		
Educated to degree level or equivalent experience.		X	X		
EXPERIENCE					
An awareness of the wider determinants of health and the role that local government and other agencies play in the health and wellbeing agenda.	X		X		
Experience of coordinating community activities (e.g. securing venues, managing client lists / cohort details, ensuring the availability of appropriate resources).	X			X	
Experience of delivering community-based projects, events and programmes.		X		X	
Experience of delivering training to members of the public and other professionals.		X		X	
Experience of community involvement and engagement.	X			X	
Experience of generating referrals into services and developing robust pathways with local providers.		X		X	
Experience of motivating people from diverse backgrounds and at differing organisational levels.		X		X	
Knowledge of Public Health models and approaches in changing behaviour.		X		X	
Strong commitment to public health/health promotion principles and practice.	X			X	
Experience of promoting services at community events e.g. festivals, summer carnivals etc.	X				X

Experience of working in partnership with other Providers inc. Primary & Secondary Care, Voluntary & Community Organisations, Workplaces and Health & Social Care agencies.		X		X	
OTHER REQUIREMENTS					
Ability to present a professional image with clients and internal and external stakeholders.	X			X	
Able to work flexibly to meet the needs of the service inc. evening and weekend working.	X			X	
Able to contribute to service reporting as instructed by Senior Practitioner and service management.	X			X	
Hold a full, clean UK driving license and have use of your own car/suitable vehicle.	X				
SPECIAL ATTRIBUTES					
Able to facilitate healthy behaviour change within members of the public utilising a variety of techniques.	X			X	
Act as a local ambassador for healthy behaviour change.	X			X	
Be an expert in own behaviour change specialism.	X				X
SKILLS					
Self-motivated, with an ability to work equally effectively as a part of a larger team or individually.	X			X	
Able to use own initiative and make decisions independently.	X			X	
Excellent Information Technology skills with the ability to rapidly acquire new skills.	X			X	
Strong skills utilising Microsoft Office packages inc. Word, Excel, Outlook, PowerPoint.	X		X		
Strong verbal and communication skills.	X				X
Able to adapt communication-style to meet the needs of the audience.	X				X

Confident public speaker.	X				X
Able to manage confrontation within community settings.	X			X	
Able to maintain accurate client's records.	X			X	
Understanding of GDPR and Data Protection Act - applies principals to own work to ensure compliance with relevant legislation.	X			X	
Able to make suggestions for improving processes.		X			
Able to provide constructive feedback to both colleagues and clients as appropriate.	X			X	
Excellent time-management and organisational skills.	X			X	
Able to prioritise own workload to meet the needs of the service.	X			X	