



**South Yorkshire  
Housing Association**  
Delivering quality local living

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Social Prescribing Advisor - My Best Life Barnsley</b>
<b>Salary grade</b>	3F £22,253 - £23,672
<b>Term</b>	<b>Temporary</b>
<b>Department</b>	LiveWell
<b>Hours</b>	<b>37 per week</b>
<b>Responsible to</b>	Team Leader - My Best Life Barnsley

### 1. **MAIN AIM**

You will be responsible for delivering a coordinated Social Prescribing Service to meet the non-medical needs of customers, who are currently suffering from poor long term health and wellbeing. Working with customers in a personalised, way you will connect them to groups & services in their local area to improve their quality of life.

The My Best Life Social Prescribing Advisor will provide:

- An integrated service by being the connector between the person, carers, health, social care, housing and voluntary community and faith organisations.
- Provide a time limited support and advocacy service.
- Facilitate access to medical and non-medical services through partnership working.
- Act as a central hub for information.
- A responsive service to customer choice and need, enabling people to live as independently as possible.
- Maximises the control customers have over their lives through enabling them to take charge of decisions that affect them.

## 2. **SUPPORT DUTIES**

The nature of the supported housing and care business is variable dependent on customer need and service requirements; therefore, the nature of this post is also variable. The broad details of what is expected of a Social Prescribing Advisor are highlighted below but the duties will vary in response to customer and service need.

1. Use an agreed framework to do an initial assessment with an individual (or their household) of their health, social care, housing and community needs and develop a plan with them to improve their health and wellbeing. This will also consider the impact of the person's family / household on their health and wellbeing.
2. Monitor and review the health and wellbeing plan with individuals, carers and others involved in delivering the plan.
3. Develop an exit strategy for the customer which ensures that positive changes are sustainable and that the person knows how to access future support and links to community networks.
4. Coordinate services from NHS Barnsley, GPs, Neighbourhood Nurses, Barnsley Metropolitan Borough Council, Berneslai Homes, the Voluntary and Community sector, SYHA and the wider community in line with the agreed health and wellbeing plan.
5. Ensure verbal consent is given by customers for any relevant assessment and ensure written consent for paperwork is in place and recorded following the initial visit.
6. Identify, report and monitor any safeguarding or vulnerable adult risks and concerns.
7. Work with colleagues, GP surgeries, hospitals, housing, social services, universal services, voluntary community and faith groups to ensure that a person's health and wellbeing is improved, hospital admission risk is reduced and that the change is sustainable.
8. Manage and maintain data and records to facilitate the use of resources and evaluation of interventions.
9. Advocate with and on behalf of individuals, families and carers.
10. Keep up to date with developments in the area around any services that could support people's health and wellbeing and share this information with colleagues in the integrated team. Network and develop positive working relationships with colleagues in health, social care, housing and the voluntary community and faith sectors.

11. Signpost people, carers and integrated team colleagues to relevant health, social care, housing and community services
12. Undertake any training deemed necessary to complete duties and fulfil responsibilities
13. Inform the Team Leader of ways in which local services can be improved to improve the health and wellbeing of the local community / barriers that individuals are experiencing in changing their behaviour and improving their health.
14. Report any concerns or queries to the post holder's line manager.

### **PROJECT MANAGEMENT/ DEVELOPMENT DUTIES**

1. To work closely with GPs, Neighbourhood Nurses, other health services and the community and voluntary sector to set up and grow the project across the borough of Barnsley.
2. To effectively engage all partners in health, social care and voluntary services with the project and ensure they are briefed on the project aims and objectives.
3. To ensure the partnership with the Community and voluntary sector is viable and productive through effective communication and partnership working.
4. To monitor and report safeguarding issues and take a lead role in monitoring and managing safeguarding cases for the project.
5. To liaise with the community and voluntary sector, clinical commissioning group and SYHA Core Services with regards to data collection and monitoring and ensure data collection methods are robust and accurate.
6. To identify gaps in service provision and develop proposals for community based solutions.

### **OTHER DUTIES**

1. Work within the policies of SYHA.
2. Maintain a good working knowledge of health and safety procedures.
3. Promote customer involvement in the management of the service.
4. Participate in regular supervision sessions and appraisals with the line manager. Attend training and development activities as identified and participate in team meetings as required.

5. Maintain administration systems. Maintain the office space used by the project in a clean and tidy condition.
6. Promote SYHA's Values and Diversity policy and practices in all aspects of service delivery and contribute to the development of customer involvement strategies.
7. Maintain a good working knowledge of new work procedures, Health and Safety procedures and fire precautions, and operate the correct procedures and participate in policy development and Quality Improvement Project initiatives where appropriate.
8. Work flexibly to meet the needs of customers.
9. To undertake any other duties appropriate to the grade and purpose of the job as may be agreed by the post holder, management and trade union.



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## CONDITIONS OF SERVICE

**JOB TITLE**                      **Social Prescribing Advisor - My Best Life Barnsley**

**Salary grade**                      3F £22,253 - £23,672 (pro rata)

**Hours**                                      **37 per week**

**Leave**                                      27 days annual leave, plus 8 statutory Bank Holidays and 4 SYHA days at Christmas, Easter, spring and August Bank Holiday (all pro rata). The leave year runs from 1 April to 31 March.

**Pension**                                      You are eligible for membership of the Association's contributory pension scheme which is the Social Housing Pension Scheme (SHPS) subject to the trust deed and rules of SHPS from time to time in force. For more details please contact the HR Department

**Unions**                                      SYHA recognises Unite and UNISON, with whom the Association has entered into an agreement where union members have negotiating rights in relation to conditions of service.

**Car Allowance**                      The post will attract essential car user status

**Car parking**                                      **Parking will not be provided by SYHA but may be available at co-locations.**

**Job Share**                                      The post is open to job share.

**Location**                                      Remote working, co-located within GP surgeries, Area Council Offices, community and voluntary sector services.

**No smoking**                                      SYHA operates a no smoking policy within all our offices.



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## PERSON SPECIFICATION

**JOB TITLE: Social Prescribing Advisor – My Best Life Barnsley**

Criteria	Essential
<b>Impact on Others</b>	<ol style="list-style-type: none"> <li>1. Ability to quickly build trust and a positive rapport with individuals who face challenges around their health and wellbeing</li> <li>2. Commitment to working <i>with</i> people to develop their health and wellbeing plan and empowering them to take control of managing their own health in the medium- to long-term.</li> <li>3. Ability to work <i>with</i> a person to identify and address all health, social care, housing and social-life needs</li> </ol>
<b>Motivation</b>	<ol style="list-style-type: none"> <li>4. Commitment to the Association's goals and values at all times.</li> <li>5. Demonstrate an ability to engage customer and assist with their personal motivation.</li> </ol>
<b>Values</b>	<ol style="list-style-type: none"> <li>6. Commitment to diversity, customer excellence and equal opportunities in service delivery.</li> <li>7. Commitment to take full account of the views, targets and aspirations of those we support in service delivery.</li> </ol>
<b>Professional Know How &amp; Qualifications</b>	<ol style="list-style-type: none"> <li>8. Ability to create, develop and effectively review written needs and risk assessments and wellbeing plans.</li> <li>9. Ability to monitor, analyse and maintain data / records to improve outcomes for people and services.</li> <li>10. Understanding of the issues faced by the customer group the project supports and</li> </ol>

	<p>experience of working with people to improve their health and wellbeing.</p>
<p><b>Networking and Problem Solving</b></p>	<p>11. Ability to network and form positive and productive working relationships with a range of people from different professional and personal backgrounds</p> <p>12. Ability to use negotiation and brokerage skills to co-ordinate whatever services a person needs. This includes opportunities to socialise as well as addressing health, social care and housing needs</p>
<p><b>Work Related Circumstances</b></p>	<p>13. Ability to use a range of IT programmes including Microsoft Word and Outlook.</p> <p>14. Hold a valid full driving licence and have a vehicle available for work if required for the post.</p>