JOB DESCRIPTION

<table>
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<tr>
<th>JOB TITLE:</th>
<th>BUSINESS UNIT:</th>
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<tbody>
<tr>
<td>Healthy Lifestyle Specialist - NHS Health Checks</td>
<td>Health</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>SALARY RANGE:</td>
</tr>
<tr>
<td>Midlands</td>
<td>£16,000 - £20,000 per annum</td>
</tr>
<tr>
<td>POST NO:</td>
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<tr>
<td></td>
<td>Senior Healthy Lifestyle Specialist</td>
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MAIN PURPOSE

The post holder/s will contribute to tackling healthy lifestyle issues in Sandwell, predominantly via the delivery of the NHS Health Check programme. The NHS Health Checks will be delivered to eligible individuals across the Sandwell Borough in a variety of settings including Primary Care, community and workplace. The post holder/s will work with hard-to-reach communities who experience inequalities in health.

The successful candidate will engage with and invite individuals to the programme, offering a quality service that provides tailored advice and encouragement to make behavioural changes accordingly.

Overview of the NHS Health Check programme

The NHS Health Check aims to help prevent heart disease, stroke, diabetes, kidney disease and dementia. Individuals between the ages of 40 - 74, who have not already been diagnosed with one of these conditions or do not have certain risk factors, will be invited to have a check to assess their risk of heart disease and will be given advice to reduce or manage that risk. The NHS Health Check involves measuring blood pressure and pulse, taking a near-patient blood sample to measure cholesterol, measuring height, weight and BMI as well as lifestyle questionnaire.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Delivery of NHS Health Checks

- Deliver the NHS Health Check service across the Midlands, predominantly in the Sandwell area in venues such as GP surgeries, workplaces and community venues.
- Engage with individuals, check their eligibility and book appointments.
- Carry out the NHS Health Check, following protocols and clinical guidelines.
- Create a client focused environment to help individuals identify how their behaviour might affect their health and wellbeing.
- Provide appropriate advice to individuals on the outcomes of their NHS Health Check in line with evidence based practices.
- Motivate and support individuals to make lifestyle changes via appropriate onward referrals.
- Prepare, organise and collate own paperwork, equipment and resources ready for delivery.
- Take responsibility for collection and return of equipment to / from base (there will be a requirement for some lifting and handling of equipment).
- Keep accurate and factual written patient records in line with Information Governance, Data Protection Act and Mytime Active / NHS Trust policies.
- Complete timely and accurate data entry including on clinical systems and Mytime Active’s database.
- Work alongside the NHS Health check administrator to ensure administrative tasks are undertaken according to service protocol.
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### General Healthy Lifestyle Specialist duties
- Attend community events to promote the NHS Health Checks Service and Sandwell Lifestyle Service. Take a proactive approach to marketing and promoting the service.
- Maintain positive relationships with key partners such as community organisations and General Practice.
- Promote Mytime Actives Sandwell Lifestyle Service referral pathway in conjunction with NHS Health Checks
- Promote the range of community services available and cross refer when appropriate.

### Achievement of KPIs
- Be accountable for the monitoring and achievement of agreed contractual key performance indicators (KPIs).
- Report to and liaise with Senior Healthy Lifestyle Specialist to monitor performance and to communicate any issues / share feedback

### Training and development
- Complete all mandatory company training, including annual update / refresher training.
- Take an active part in developing own knowledge and skills, particularly the key skills and competencies required to carry out the NHS Health Checks.
- Keep abreast of changes within the health industry via the reading of literature, attending seminars and continuing professional development

### Following procedures and adhering to health and safety
- Complete dynamic risk assessment and venue check lists.
- Monitor and maintain health, safety and security of self and others.
- Respond to relevant clinical /other issues or incidences to mitigate risk and maintain best practice.
- Follow information governance and safeguarding procedures.
- Adhere to all organisational policies and procedures.

### Other
- Manage and organise own time / activities to ensure timely service delivery to service users.
- Work collaboratively as part of a team to support service improvement.
- Seek advice and support as and when appropriate.
- Be a positive ambassador for Mytime Active at all times to contribute to the growth of the Health division.
- Contribute towards service meetings, identifying improvements to service delivery.
- Demonstrate an understanding of equal opportunities and value the importance of diversity.
- Flexible working, including some evenings and weekends.
- Any other duties as required in line with business need
JOB DESCRIPTION

JOB TITLE: Healthy Lifestyle Specialist - NHS Health Checks
BUSINESS UNIT: Health

LOCATION: Midlands

SALARY RANGE: £16,000 - £20,000 per annum

POST NO:
REPORTS TO: Senior Healthy Lifestyle Specialist

PERSON SPECIFICATION

Skills and Abilities:
- Well developed verbal and written communication skills in order to effectively communicate with a wide range of individuals including service users, colleagues and external partners.
- Ability to see jobs through to completion as a highly motivated and determined self-starter.
- Able to commit to and maintain sufficient professional knowledge to be a credible source of information.
- Effective rapport building and active listening skills.
- Able to be supportive and encouraging to individuals without being judgemental.
- Able to respect confidentiality even in difficult situations.
- Able to respect individual diversity.
- Able to work from own initiative as part of an effective team.
- Ability to speak at least one language that is used by the local community.

Knowledge:
- Understanding of healthy and unhealthy lifestyles and the broader health issues affecting the population including nutrition, smoking cessation, physical activity and alcohol.
- Knowledge and understanding of the local community including local services and how others might use them.
- Awareness of the risk factors for cardiovascular disease.
- Knowledge of behaviour change models.
- Knowledge and understanding of the Patient Confidentiality Act and the Data Protection Act.
- IT Skills including use of database, email communications and generic software packages such as Microsoft Word, Excel, PowerPoint.

Experience:
- Experience in working with local groups / individuals in a related field.
- Experience of supporting individuals to make a positive lifestyle change / giving health advice.
- Working to time schedules.
- Working with individuals of different cultures, genders and ages.
- Working effectively as a team member.
- Evidence of a personal commitment to continuing professional development and maintaining up-to-date professional knowledge.
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Qualifications:
No formal qualifications are required however you will be required to complete comprehensive training followed by a competence assessment in order to carry out the NHS Health Check programme which will include on-line, group and one-to-one training sessions in carrying out near-patient blood testing, measuring blood pressure, understanding local procedures and information governance.

Previous experience of the following is desirable but not essential:

- Delivery of NHS Health Checks
- Training for NHS Health Checks delivery
- Measuring blood pressure
- Near-patient blood testing

CONDITIONS OF EMPLOYMENT

- Conditional upon enhanced DBS and health clearances, employment/education references, and is exempt from the Rehabilitation of Offenders Act.
- Driving license and/or the ability to travel is essential, travel across the Midlands/the Health Division portfolio of contracts will be required.
- Evening and weekend working as required by the business.
- Employment subject to a six-month probation period.