**JOB DETAILS:**

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| **Job Title** | **Lead coordinator – Wellbeing Hwb** |
| **Pay Band** | HOSPICE BAND 5£28,834 – 35,099 |
| **Hours of Work and Nature of Contract** | 32 hours  |
| **Base** | St Kentigern Hospice |

**ORGANISATIONAL ARRANGEMENTS:**

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| **Managerially Accountable to:** | Matron  |
| **Reports to: Name Line Manager** | Victoria Grimster |
| **Responsible for:** | Co-ordination of Wellbeing Hwb services |

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| **Job Purpose:**Lead the development of Wellbeing Hwb (WBH) services for patients with life-limiting illness, their families and carers, by developing and executing creative and engaging activities for different groups, interests and abilities  |

 **KEY RESPONSIBILITIES:**

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| **RESPONSIBILITIES** * To give leadership and vision on the co-ordination, development and management of the Wellbeing Hwb service offered at St Kentigern Hospice.
* Work flexibly and creatively to develop the service to meet the needs of patients and carers, organising a variety of person-centred activities, experiences and engagement that meets their needs and supports both their physical and mental well-being
* Getting to know and communicating with patients, families and carers, staff and volunteers ensuring a climate and culture conducive to everyone’s spiritual, psychological and physical well-being
* Developing a cohesive team making sure standards are adhered to consistently across the service
* To inspire and motivate others by being a positive and professional role model to the Wellbeing Hwb team and volunteers
* Undertake line management responsibilities and participate in staff induction, professional development needs, education and training programmes
* Maintain own professional development
* Accountable for efficient and effective system of patient referral and service access
* Responsible for completion and maintenance of accurate and comprehensive patient records in accordance with GDPR and patient confidentiality
* Attend multi-disciplinary team meetings, reviewing patient needs and progress, and adapting provision accordingly
* Co-ordinate resources such as facilities, equipment, refreshments, space and supplies necessary to run planned activities and being on hand to set up and tidy away when activities are taking place
* Maintain accurate and organised records of activities, attendance, evaluations and feedback
* Ensure safe and efficient management, supply and storage of resources
* Arranging adequate and appropriate staffing for activities and events
* Liaise with other hospice departments when organising activities and events

**KEY RELATIONSHIPS*** Matron
* Clinical Team
* Wellbeing Hwb Team
* Ward and Deputy Ward Sister
* Ward Clerk
* Volunteer Co-ordinator
* Volunteers
* Allied Health Professionals
* All Heads of Departments
* Specialist Palliative Care Team Members
* Primary Care Providers
* Educational Providers
* Secondary Care Providers

**MANAGEMENT*** To support the Matron in the delivery of patient care and developments within hospice service, implementing and reviewing practices to ensure they are cost effective and successful
* Undertake line manager responsibilities for Wellbeing Hwb team members and inpatient Ward Clerk
* Be a point of contact by ensuring that they are visible, accessible to patients, carers and staff for assistance, advice and support
* Be accountable for the collection and collation of evidence for audit and analysis
* Responsible for the review of relevant policies and procedures
* Manage and monitor budgets including expenses related to materials, equipment and catering
* Facilitate regular staff meetings and attend other management meetings as required
* Ensure good working relationships and effective communications between all members of the multi-disciplinary team ensuring a high standard of co-ordinated patient care
* Responsible for formally appraising staff and formulating a development plan beneficial to the needs of the hospice and the individual.
* Management of all Wellbeing Hwb services in line with organisational and departmental policy and budget.
* To maintain staff records including annual leave and sickness records in line with hospice policy
* Follow professional guidelines for the code of professional conduct and ensure staff adhere to the same principles and organisational policies.

 **GOVERNANCE*** Ensure the equality, diversity and rights of patients are promoted and maintained in all areas of clinical governance
* To provide reports as agreed with the Matron to make recommendations for and to lead agreed change in service provision.
* To ensure development of staff is in line with the team, departmental and organisational objectives.
* To ensure safe and secure management of information within the department and to manage compliance of other staff with information management policy.
* To participate in development of policy documents/protocols/procedures etc. and to ensure implementation as appropriate.
* To ensure all staff are aware of their responsibilities regarding duty of candour and reporting poor practice.

**AUDIT AND RESEARCH*** To be an active member of the research development group suggesting and supporting research initiatives within the hospice.
* Work in partnership with the Wellbeing Hwb team to develop appropriate tools to monitor effectiveness of services and areas of special interest in care provision at the hospice
* Solicit feedback and evaluate success of activities and use feedback to improve future programs and services
* Lead in the completion of service audits in an appropriate and timely manner, feeding back to colleagues and making recommendations for improvements
* To present findings of research and audit to a variety of professional groups as appropriate to maintain the profile of the service within the wider health community.

**EDUCATION AND DEVELOPMENT*** Work collaboratively with the education team across all departments to develop and deliver education and training as necessary
* In collaboration with the education team, participate in staff induction, professional development needs, education and training programmes
* Ensure own compliance and assist in ensuring other staff members comply with the requirements of mandatory training and continuing professional development.
* To provide mentorship, supervision and support to newly appointed staff as necessary.
* Form a network with colleagues at other hospices and the local community to share and develop best practice

**BENEFITS OF WORKING AT ST KENTIGERN HOSPICE**We offer the following benefits of working at St Kentigern:* The ability to transfer an existing NHS pension over to the hospice
* A contributory pension scheme
* Clinical staff are aligned with NHS pay rates.
* Free occupational health support
* Eligible for Blue Light Card and card holder benefits.
* Real living wage employer
* Discounted staff menu available from Caffi Cariad.
* Access to outdoor spaces for both work and relaxation.
* Free parking on site
* Enhanced benefits include; Maternity/paternity and adoption leave, occupational sick pay, free flu jabs, Bereavement leave and support, 5 weeks annual leave plus bank holidays.
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**PERSON SPECIFICATION**

Staff Nurse

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS** | •  |  | Application form/CV/interview |
| **EXPERIENCE** | * Experience of working with people with life limiting conditions
* Experience of working within and MDT

• Able to maintain accurate patient records in line with holistic needs, assessments and care plans | • Implementing evidenced based practice• Leadership experience• Experience of mentoring other staff as appropriate | Application form/ interview |
| **KNOWLEDGE AND SKILLS** | • Good verbal and written communication skills • Able to document clearly and accurately • Ability to adapt to changing workload• Good IT skills | • Knowledge and understanding of the work of volunteers | Application form/CV/interview |
| **PERSONAL QUALITIES*****(Demonstrable)*** | • Have the ability to work alone as well as being part of a large multidisciplinary team • Able to work under pressure and to tight deadlines • Have strong organisational skills and attention to detail• To be patient, kind, positive and enthusiastic | • Welsh speaker | Application form / Interview |
| **OTHER RELEVANT REQUIREMENTS** | • DBS disclosure | • Willingness to undergo further training | Application form / Interview |