



| | |
|-------------------------|---|
| Job Description: | IMPACTAgewell® Project Officer (Full Time) |
| Location: | Mid & East Antrim Area 3 x positions available (Located either in Ballymena or Carrickfergus) |
| Responsible to: | IMPACTAgewell® Team Leader |
| Salary: | £21,589 per annum. |
| Contract: | This is a <u>permanent</u> contract. |
| Working Hours: | 35 hours per week over 5 days - Monday to Friday (9am – 5pm). |
| Annual Leave: | 20 days per year, plus 12 public holidays. |

KEY RESPONSIBILITIES - To work within hub teams including General Practitioners, Community Pharmacy and Northern Health & Social Care Trust Staff to provide empathetic and sensitive emotional support to older people with long term health conditions via a personalised health and wellbeing action plan. When appropriate, connect them to internal and external services thereby supporting independence and improving quality of life.

JOB DESCRIPTION

The main responsibilities and deliverables for this post include:

- To build a trusting and supportive relationship with hub team members and support them to generate referrals in line with the support criteria.
- To build a trusting and supportive relationship with older people who have long term health conditions, looking at their needs holistically.
- To ensure a confidential and person-centred approach to assess need and secure appropriate interventions.
- To enable older people to avail of appropriate services provided by MEAAP and other statutory and community/voluntary agencies where appropriate.
- To work in conjunction with other teams (internal and external) to develop links and partnerships with both statutory and voluntary agencies.
- To advocate and represent the individuals needs when liaising with statutory and voluntary agencies.
- To ensure the individual remains at the centre of decisions and manage the expectations of the individual.
- To actively seek to identify ways to achieve continuous improvement of the service.
- To manage an effective and confidential system for service delivery.
- To maintain clear records of work undertaken including assessment and review reports.
- To provide data for use in service development process with Line Manager.
- To participate in the development of evidence-based practice.
- To adhere to established policies and procedures.

The job description is a general outline of the post as it is currently perceived by MEAAP. This job description is not intended to be restrictive or definitive and will be modified to meet the requirements of the evolving needs of the services we provide. The responsibilities of the post will change in line with continuous improvements as MEAAP aims to meet its vision, strategic planning and best response to the needs of clients accessing our services.



IMPACTAgewell® Project Officer
PERSON SPECIFICATION

| | |
|-----------------------------|---|
| Qualifications | <ul style="list-style-type: none"> • A recognised 3rd level qualification in health promotion, allied health profession or community development work, with 1 years' experience of working in the field of health and / or community development. <p align="center"><u>OR</u></p> <ul style="list-style-type: none"> • 3 years full time experience of working in the field of health and / or community development. |
| Experience | <ul style="list-style-type: none"> • Proven experience of working with a client centred context. • Previous experience of working in a hub environment. • (Desirable) Previous experience within a charity. • (Desirable) Experience of assessing and identifying the health & wellbeing needs of older people. |
| Skills and Abilities | <ul style="list-style-type: none"> • Able to demonstrate excellent interpersonal and assessment skills. • Ability to work sensitively in difficult emotional circumstances with empathy, compassion and understanding. • A professional approach and ability to work independently, planning and delivering casework expectations to a high level. • Team working skills with flexible and adaptable 'can do' attitude to work. • Ability to communicate complex information in a range of formats. • Ability to analyse and provide creative solutions to problems. • Ability to manage a diverse caseload on a day to day basis. |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of a person-centred approach or innovative models of working with people at times of lifestyle change. • Knowledge of the ageing process and a positive awareness of the diversity of ageing. • (Desirable) Knowledge and understanding of service provision for older people provided by statutory and voluntary agencies including MEAAP, local older people groups and health & social primary and secondary care services. • (Desirable) Knowledge and understanding of care planning and assessment best practice. |
| Other | <ul style="list-style-type: none"> • Post holder will be subject to an enhanced Access NI check. • Full driving licence and access to a car for business purposes or access to a form of transport that will meet the travel requirements of the post. • Ability to work evenings and weekends if required. |

Applicants please note: Shortlisting will be carried out based on the minimum criteria set out above, using information given out on the CV. You should therefore address the requirements on a cover letter, as failure to do so may result in you not being shortlisted.

MEAAP is an Equal Opportunities Employer.