

JOB DESCRIPTION

BRADFORD TRIDENT

OUTLINE JOB DESCRIPTION

POST TITLE: End of Life Befriender Plus Coordinator
fixed term for one year with possible extension for one year subject to project performance

POST GRADE: £24,000 (pro rata) plus 6.6% matched pension contribution

LOCATION: Little Horton and surrounding area.

OFFICE BASE: Woodroyd Centre, Woodroyd Road, BD5 8EL

SPECIAL CONDITIONS: An Enhanced DBS Check is required

The following information is furnished to assist staff joining Bradford Trident to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points must be noted.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

Officers should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

PRIME OBJECTIVES OF THE POST

The EOL Befriender Plus project's main aim is to reach out to people, their families and/or carers at the end stages of their life. It will provide individuals with 1:1 support to help ensure they have appropriate assistance in place. It will help relieve social isolation and loneliness, increase their social contact, interaction and stimulation by access to a volunteer befriender and support group.

The EOL Befriend Plus Coordinator will work in partnership with other CVS organisations, (The Thornbury Centre and Gillington Community Centre), and liaise with NHS services including the Admiral Nurses and established palliative care teams.

The post holder will:

- Provide 1:1 support to individuals

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- Provide volunteer recruitment, training and ongoing support
- Develop and support peer groups

CORE VALUES

- Contribute to the vision, goals and values of Bradford Trident
- Keep personal information confidential
- Acknowledge individuals beliefs and identity
- Demonstrate sensitivity to the race, culture, religion, language and sexuality of all people in the working environment
- Promote people's rights and choices
- Take personal responsibility for following and promoting the policies and procedures of Bradford Trident

SPECIFIC RESPONSIBILITIES

1. Accept referrals into EOL BP in line with criteria and undertake assessments as required

- Take referrals and assess them in line with VCS procedures
- Undertake a home visit to assess suitability of prospective service users.
- Accept referrals if appropriate

2. Provide 1-2-1 support to EOL BP clients

- To arrange meetings with the person in their home or a mutually agreed place in order to identify activities/services that may benefit the individual
- Identify other health/ wellbeing needs of carers/ family members that they can signpost on to resolve.
- Ensure the client knows about Advance Care Planning
- Ensure the client has support to use 'Right Conversation' techniques to improve consultations with health professional
- Provide information about and referral to a Befriender to provide ongoing support

3. Recruit and select EOL BP befrienders. Develop and deliver training to and support the befrienders

- Recruit, interview and select all befriending volunteers in line with current practice.
- Ensure that all volunteers recruitment and induction processes are completed, monitored and maintained efficiently (e.g. 2 references, DBS checks, Mandatory Training completed)
- Develop and access appropriate training including developments and issues in the areas of bereavement / EOL/ Palliative Care
- Provide appropriate training before placement.
- Provide ongoing training and group support for volunteers.

- Maintain regular contact as required to ensure effective 1:1 support and supervision for volunteers.
- 4. Match users and volunteers and provide ongoing support to the relationship as required and deal with issues that may arise**
 - Match assessed clients and befriending volunteers.
 - While clients/ volunteers are waiting to be matched, maintain regular contact and visit clients as appropriate
 - Once a match has been made, facilitate the first meeting.
 - Once a match is in place, support volunteers through regular supervision and be available to deal with any issues of concern that may arise about the changing health needs of the client
 - Support volunteers /client where it is an inappropriate match and act accordingly
 - Ensure Befriending support is withdrawn in an empathic manner when the health of the client deteriorates
 - 5. Develop peer support group**
 - Work with volunteers, clients and their family/carers to develop a monthly peer support group
 - Ensure an accessible venue
 - Link with agencies to provide speakers
 - 6. Actively participate in the development of the service.**
 - Be responsible for the ongoing development of EOL Befriending Plus by identifying need, proposing developments and working with the EOL BP team to take them forward.
 - 7. Liaise with relevant agencies/ organisations/ health providers and all referrers as required**
 - Liaise effectively with clients, their family and cares
 - Liaise effective with health and other statutory services
 - Engage with and create appropriate relationships with other relevant agencies.
 - 8. Take responsibility for safeguarding issues with regard to people using the Befriending project**
 - Follow policies and procedures with regards to any safeguarding issues relating to EOL Befriending Plus clients/ volunteers
 - Be responsible for taking appropriate action to respond to these issues in line with the organisation's safeguarding protocols
 - 9. Be aware of and provide advice on other palliative and non- palliative services available to the client, their family/ carers**
 - Be aware of the range of alternative and additional services available to the client group in order to provide information, advice and referral as appropriate.
 - 10. Complete all appropriate admin, data monitoring and evaluation**

- Be responsible for the administration of the Befriending project
- Ensure the accurate recording of **all** activity undertaken
- Write reports collating the data collected
- Participate with others involved in the ongoing and final evaluation of the project
- To promote the service to potential users and referral agents.
- Develop and distribute promotional materials
- Ensure DIVA entry is accurate and up to date

11. Participate in training and meetings

- Attend appropriate training
- Represent EOL Befriending Plus at meetings and present to Community Partnership (CP) Leadership teams and GP management teams
- Provide regular performance feedback to CPs.

12. Participate in supervision and appraisal cycle

- Keep the Line Manager updated on all aspects of the job description through supervision and appraisal.

13. Work as part of the wider EOL and Reducing Inequalities Team

- Work with the other organisations involved in EOL BP delivery
- Establish and maintain links with other RIC initiatives

14. Abide by our Equality & Diversity policies and procedures:

- Work within the organisation's Equality & Diversity Policy at all times, promoting anti-discriminatory practice within the context of the project

15. Abide by Confidentiality and Information Governance Legislation:

- Ensure the service is compliant with Information Governance, data protection and confidentiality policies procedures and code of conduct.
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16. Other Duties:

- Undertake other such duties within the competence of the post holder which may be reasonably required from time to time

MANAGERIAL RESPONSIBILITIES

Line management of volunteers

ORGANISATIONAL RESPONSIBILITIES

.Bradford Trident expects all staff to:

1. Demonstrate a commitment to its vision, values, aims and core objectives and to be prepared to contribute positively towards them.
2. Promote and develop the positive profile of Bradford Trident with residents and all other stakeholders.
3. Liaise closely with other staff members to ensure the development of integrated objectives.

LEGAL AND STATUTORY RESPONSIBILITIES:

All staff must comply with the Bradford Trident policies and procedures and attend relevant training as required.

Bradford Trident is committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make.

All members of staff are bound by the requirements of the Data Protection Act 2018 and any breaches of the act or the confidential nature of the work of this post could lead to dismissal.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.