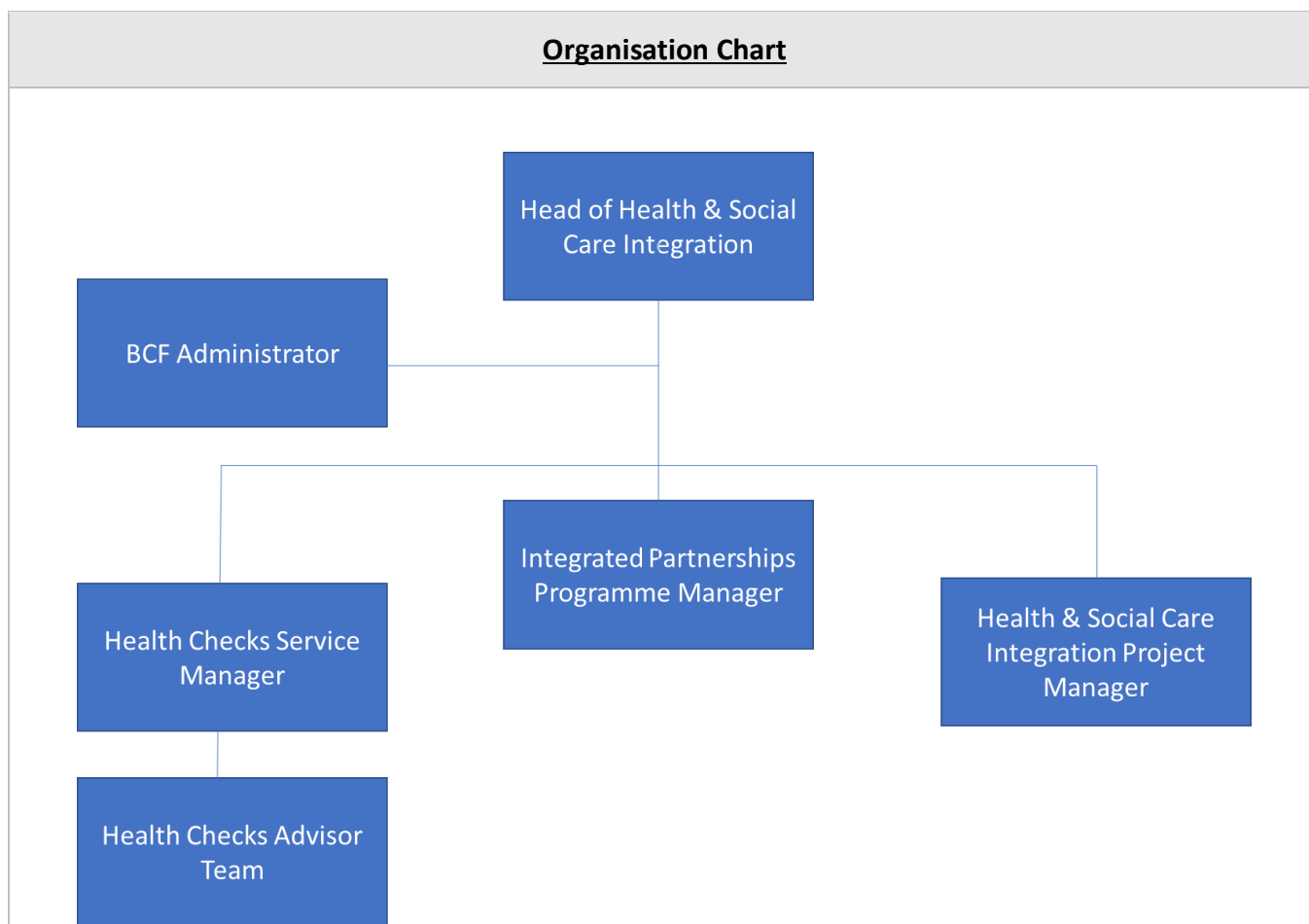
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			712929
Job Title	Health Check Advisor		
Service	Adult Social Care & Health	Team	Public Health
Location	WBC Offices/Hybrid and various across the Borough		
Reports to	Health Check Service Manager		
Grade	Type of position: Fixed term until end June 2025 possibility to extend		Date Dec 2024
5	37 hours per week		
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<u>Service Purpose</u>			
<p>The central aim of the Public Health and Integration Team in Wokingham is to improve the health and wellbeing of local residents, reduce differences between life expectancy, and improve healthy life expectancy. In doing so reduce the need for formal health or social care services and enhance community resilience.</p> <p>The Health Check Service provides an essential competent to prevent and reduce the impact of long-term health conditions on our residents. The service will reduce health inequalities by focusing on differing cohorts within the population with a primary aim of addressing cardiovascular disease. However, will support generalised health checks including diabetes, cognitive function as examples and support general health promotion by providing advice on areas such as weight management, social inclusion, wellbeing and exercise.</p>			

<u>Purpose of the role</u>	
Health Check Advisors conduct health checks, health assessments, and promoting preventative healthcare services to patients. This role involves both administrative and client facing and include responsibilities, ensuring the smooth operation of Wokingham Health Check Service.	
<u>Main Accountabilities</u>	
1	<u>Patient interaction</u> <ul style="list-style-type: none"> Greet patients, assist with registration, and maintain a welcoming and professional atmosphere. Escort patients to consulting areas / rooms and prepare them for health assessments. Obtain and record patient details, and relevant health information as required Explain health check procedures to patients and address their questions and concerns.
2	<u>Administrative Support</u> <ul style="list-style-type: none"> Schedule appointments for health checks and manage patient records in an organised manner. Coordinate with healthcare providers / venue organisers and other team members to ensure efficient patient flow. Prepare and maintain consulting areas / rooms, ensuring they are clean, stocked, and equipped with necessary supplies. Maintain electronic health records accurately and in compliance with patient confidentiality. Record patient demographics, biometric measurements on the patient record Escalate to clinician on duty if measures are raised outside specific parameters
3	<u>Conduct Health Checks</u> <ul style="list-style-type: none"> Assist healthcare providers during health assessments by preparing equipment and instruments. Prepare and administer basic diagnostic tests as instructed, such as blood pressure measurements, weight checks, blood glucose and cholesterol measurements Assist in any basic laboratory procedures, including specimen labelling and processing if required
4	<u>Health Education & community navigation</u> <ul style="list-style-type: none"> Provide patients with educational materials and resources related to healthy living, disease prevention, and lifestyle modifications. Offer guidance on follow-up appointments and referrals to specialists if necessary. Provide guidance on wider health and wellbeing support available, by issuing information, supporting self-help through direction to resources or self-referral to professional support, such as Community Navigation, Social prescription, Citizen's advice, Age UK or Mind as examples If complex needs are identified, escalate to manager
5	<u>Communication</u> <ul style="list-style-type: none"> Communicate effectively with patients, families, and healthcare team members.

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	<ul style="list-style-type: none"> Collaborate with colleagues to ensure seamless patient care and services. <p>Seek advice from clinicians as necessary</p>
6	<p><u>General responsibilities</u></p> <ul style="list-style-type: none"> Undertake professional development activities, including in-house / external training in order to accomplish the role – maintain mandatory training Carry out any other duties that are within the remit of the role's responsibility that may be deemed necessary by management.
Supervision Received	Supervision is provided by the Health Checks Service Manager.
Supervision Given	None
Contacts & Working Relationships	Work with partners within the Service, Public Health, ASC, Voluntary Sector, Primary Care. Coordinate with venues and specific community groups as required to run the service
Management of resources or budget	None
Special Factors	<ul style="list-style-type: none"> To work flexibly, including evenings and other out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Line Manager. DBS – Enhanced



<u>Person Specification</u>		
Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.		
Qualifications	Essential	Desirable
GCSE grade A-C or equivalent in Maths and English	Y	
NVQ 3 or equivalent experience		Y
Full Valid UK driving licence	Y	
Evidence of continuous personal and/or professional development	Y	
Technical Skills.	Essential	Desirable
Attention to detail and accuracy in record-keeping	Y	
Proficiency in computer applications and electronic patient		Y

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records.		
Strong organizational and multitasking skills	Y	
Good written and verbal communication skills	Y	
Ability to maintain confidentiality and adhere to ethical standards	Y	
IT skills, including Word, Excel and Outlook, plus the ability to work on any other WBC IT systems as required	Y	
Excellent Interpersonal skills	Y	
Willingness to learn and adapt to changing healthcare protocols and technologies	Y	
Knowledge	Essential	Desirable
Knowledge of population health and its inter-relationship with other factors		Y
Knowledge of health, social services and VCS and how they are organised		Y
Broad understanding of local government NHS structures and functions		Y
Knowledge of medical terminology and basic healthcare procedures.		Y
Experience	Essential	Desirable
Some experience of working in local government, health services, Public Health setting or role with significant experience dealing with customers / clients or patients	Y	
Demonstrate compassionate and patient-centred approach to healthcare	Y	
Experience in a healthcare setting preferred		Y
Appreciation of diversity / cultural issues	Y	

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Experience of working in a matrix management environment, where cross-team and cross organisation working			Y
Highly motivated and self-directed		Y	
Excellent team working skills		Y	
Completed by:		Mark Robson	Date: Oct 2023