



# JOB PROFILE

---

<b>Post Title:</b>	Healthy Lifestyle Coach
<b>Directorate:</b>	Health
<b>Responsible to:</b>	Health Promotion Lead/ Lead Community Nurse
<b>Responsible for:</b>	N/A
<b>Grade:</b>	C

## Job Purpose

To support the work of the SHG Health Directorate's community prevention work under the Health Promotion Strategic Framework (HPSF), and Chronic Disease Management (CDM) plans for people with established conditions.

This post will contribute to improving health and reducing diseases associated with lifestyle, by supporting people to develop healthier behaviours and contributing to delivery of the service aims and standards in line with national and local health priorities. The post will initially focus on supporting people to stop smoking through delivery of the stop smoking service, but will widen to include the delivery of services focusing on other lifestyle behaviours including healthy eating, physical activity and alcohol reduction.

## Main Duties and Responsibilities

1. To upskill, share knowledge and provide evidence based information and guidance regarding lifestyle behaviours including smoking, healthy eating, physical activity and alcohol consumption
2. To provide personalised one to one support to individuals to take control of their health and wellbeing and improve their health outcomes
3. To facilitate group sessions and workshops enabling peer led community groups to motivate and support sustained behavioural changes
4. To co-produce a personalised plan to improve health and wellbeing, setting achievable goals and steps to achieving the agreed outcomes
5. To manage the referrals process for the Stop Smoking Service, encouraging and promoting referrals from a wide range of health and social care professionals as well as self-referrals to ensure broad use of the lifestyle service
6. To record and measure health behaviours and outcomes appropriate to the specific goals set, e.g. smoking status



# JOB PROFILE

---

7. To be able to collect service user data (e.g. height, weight, blood pressure, carbon monoxide level, etc.) to enable assessment of a suitable individually tailored health plan.
8. Where appropriate, operate under the appropriate scheme for provision of Nicotine Replacement Therapy (NRT) and to refer to the Pharmacist for clients requiring Pharmacotherapy.
9. To use equipment safely and appropriately. This will include the use and maintenance of CO monitors (and associated infection control measures).
10. To build effective relationships with key staff in the Health Directorate, attending relevant meetings and becoming part of the wider network team, giving information and feedback on the lifestyle services
11. To work in partnership with other local agencies to raise awareness of the lifestyle services and to promote the service and its benefits widely
12. To seek regular feedback about the quality of services and the impact of the lifestyle service, preparing and providing both written and verbal feedback and reports on performance
13. To use appropriate systems for data capture, case management, feedback and reporting, adhering to data protection and data sharing agreement.
14. To maintain client confidentiality and accurate client notes, ensuring the security of client identifiable information
15. Signposting or referring client to other support / professional expert as required or appropriate e.g. GP / Mental health worker / dietician
16. Knowing limit of competence and capability and working within this

## Special Conditions

It is highly likely that this role will entail evening and weekend work from time to time, which will be considered as part of your normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



# JOB PROFILE

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> Required Professional Competency standards met	ii
<b>Planning &amp; Delivery of Work:</b> Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	ii
<b>Analysis and use of Information:</b> Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information	i
<b>Decision Making:</b> Ability to act on own initiative and confident in making decisions within policy guidelines.	ii
<b>Working with Others:</b> Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.	iii
<b>Communication:</b> Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs	iii
<b>Influencing and Persuading:</b> Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.	iii
<b>Dealing with Change:</b> Flexible and adaptable to change	i
<b>Continuous Improvement:</b> Willing to learn and develop self and team in job role to work efficiently.	ii
<b>Managing Resources:</b> Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	ii



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
<b>Qualifications</b>			
GCSE English and Maths at grade 'C' or above or equivalent	E	√	
NVQ level 3 qualification in relevant subject or equivalent experience	D	√	
National Centre for Smoking Cessation and Training (NCSCT) Stop Smoking Practitioner training and certification. (This training will be provided for successful applicants as part of their induction to the job role.)	E	√	√
<b>Knowledge &amp; Experience:</b>			
Experience of working with local community groups, health sector or voluntary sector in some capacity	E	√	√
Knowledge of lifestyle factors that support healthy and unhealthy habits	E		√
Knowledge of behaviour change methods.	D		√
Knowledge of health needs of the local community	D		√
Good IT skills with proficiency in MS Word, Publisher & Excel	E	√	√
<b>Skills and Abilities:</b>			
Ability to work independently and as part of a team.	E		√
Effective communication skills, including being able to talk to people individually or in a group	E		√
Be interested in helping people to make healthy life style choices	E		√
Be supportive and encouraging to people offering advice and support in a non-judgemental manner.	E		√
An understanding of confidentiality and the ability to adhere to and implement Information Governance guidelines.	E		√
Be respectful and value people from a wide range of	E		√



## PERSON SPECIFICATION

backgrounds.			
Ability to manage own time effectively	E		√
Be able to learn from your own experiences	E		√
Ability to document information in clear English	E		√
Ability to source and distribute information to help clients, including signposting to other services	E		√
Communicating potentially sensitive information appropriately	E		√
Recognise and reflect on barriers to communication and adapting communication in response	E		√
<b>Other:</b>			
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.

### Professional or Career Progression Cadre Competency Framework

*Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.*