**Job Description**

**Job title:** Adults Weight Management Practitioner

**Location:** East Suffolk - Ipswich

(Travel within Suffolk will be required)

**Hours:** 37.5 hours (Flexible hours incl. at least 2 evenings and weekends)

**Salary:**  £18,360 - £22,440 dependent on experience, plus 2% pension contribution rising to 3% by April 2019

**Reporting To:** AWM Programme Lead/ Psychology Lead

**Key Relationships:** Managers/ Delivery staff/Client Services Team

**Background information:**

MoreLife deliver integrated healthy lifestyle services as part of OneLife in Suffolk.

The offer includes the following:

* An engagement team which will be central to supporting the whole of the OneLife Suffolk offer;
* Adult & child weight management services,
* Physical activity for people with Long Term Conditions and Health Walks
* Smoking cessation interventions and campaigns
* NHS Health Checks (Outreach)
* Training & Awareness Raising including MECC
* Public Health Campaigns and Events

**Purpose of job:**

To provide delivery for an evidence based behavioural change obesity programme for adults and children, if required.

The team will also be trained to deliver Outreach NHS Health Checks, working alongside the Health Check Team to support delivery of these at events as required.

Promote the service to stakeholders, clients and health professionals in a range of different ways. Events, drop-ins, telephone calls to generate sufficient referrals to meet the KPIs.

## Responsibilities:

* Be responsible for leading groups of adults to enable them to lose weight in an effective and sustainable way. Delivery should account for 80% of a practitioner’s time.
* Deliver the multi-component programme ensuring an action orientated approach to learning for the full range of individuals to fully engage.
* Use psychological coaching strategies, including motivational interviewing, goal setting and cognitive communication, behaviour therapy skills to negotiate change to overcoming barriers to achieve required weight loss.
* Educate adults by facilitating interactive and engaging sessions on physical activity, dietary and healthy eating advice.
* Support and encourage adults to set realistic goals in terms of changing behaviour and achieving positive healthy outcomes.
* Lead inclusive, fun, motivating and positive lifestyle experiences, considering the needs of the members of each group.
* Promote a flexible approach to engaging with the programme. Ensure there is the regular communication with participants between sessions, ring those who do not show up and conduct follow up calls and drop in sessions on a regular basis.
* Be sensitive and supportive to the psychological and physiological needs of participants, and signpost additional support where appropriate.
* Regularly evaluate the success of the programmes and provide feedback to ensure continuous improvement in terms of outcomes.
* Adhere to local and national safeguarding procedures.
* Support the patient assessment and monitoring process by conducting Anthropometrics.
* Undertake timely and accurate computerised and paper collection of data on patient referrals, contacts and outcomes. Ensuring all data is updated within 48 hours of a session.
* Ensure all recording systems are up-to-date and provide reports, interpreting and analysing the information in a clear and concise manner.
* As and when required, support the administration process of engaging clients onto programmes. For example answering calls, sending out communication, telephoning clients.

**General**

* To positively promote access to the OneLife offer and the aims and objectives of the OneLife service.
* To organise and engage with local community groups as necessary to enhance engagement and to develop and facilitate networks and opportunities.
* To competently take blood pressure and the NHS Health Check, to interpret and signpost/refer in line with protocol.
* To record, monitor and, with the Programme Lead of the service, actively improve on KPIs.
* Development and delivery of a plan of stakeholder engagement link working and activities, and training programmes.
* Monitor own activity, engagement work, training delivered, campaigns and events, as well as referral numbers to ensure programmes and activities meet necessary needs of stakeholders and commissioners and demand.
* Collate feedback from our stakeholders and service users. Support production of analytical reports with the focus on furthering the development of the programmes and team.
* To keep accurate records of work.
* To identify, reach and engage effectively with target groups/areas/communities in line with KPIs.
* To attend team meetings and contribute to the performance improvement process and other meetings as requested and appropriate. This includes attending monthly 1:1 meetings with the Programme Lead, and team meetings, with the following focus:
  + Performance Targets – understand own contribution to agreed performance targets in line with KPI’s;
  + KPI’s – individual achievement against contractual KPI’s;
  + To manage and organise own time and activities responding effectively and in a timely manner to all work.
  + To take an active part in developing own knowledge and skills, and seek advice and support as and when necessary.
  + Adhere to organisational policies and procedures.
  + Any other task commensurate with the role as required.

**Skills and Knowledge:**

* Written and verbal communication skills
* Organisation and planning skills
* Delegation skills
* Attention to detail
* Financial acumen and numeracy skills
* IT skills and a knowledge of Microsoft Office programmes
* A passion to strive for continual improvement and a commitment to delivering a quality service
* Ability to work as part of a team

**Desirable:**

* A knowledge of obesity and effective healthy living interventions.

**Fitness to Practice:**

Practitioners have a responsibility to monitor and maintain their fitness to practice at a level that enables them to provide an effective service. If their effectiveness becomes impaired for any reason, including health or personal circumstances, they should seek the advice of their supervisor, experienced colleagues or line manager and, if necessary, withdraw from practice

**Health and safety:**

To maintain a positive attitude to health and safety in carrying out the duties of the post with special emphasis on the environment and safety of the individuals in your care.

There is a no smoking and drinking of alcohol policy in force for the duration of the program.

**Equal Opportunities:**

Post holders must at all times carry out their responsibilities with due regard to the Company’s equal opportunities policy.

The postholder will also need to be aware of and committed to the vision, policies and practices of the organisation by which they are employed.

**Person Specification – Adults Weight Management Practitioner**

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| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS** | A relevant qualification in any of the following: Nutrition, Dietetics, Health Promotion, Education, Psychology, Physical Education, Sport & Exercise, or a related field | Certification in CBT or equivalent Psychological therapy | Application. |
| **EXPERIENCE** | Experience of working with adults  Experience of facilitating groups.  Experience of coaching individuals and groups.  Experience of using CBT techniques.  Experience of motivational interviewing. | Experience of leading relevant physical activity/ weight management classes.  Experience of dealing with people with sensitive medical problems. | Application/  Interview. |
| **SPECIAL ATTRIBUTES** | A passion and enthusiasm for supporting individuals to achieve weight loss and a healthier lifestyle.  Confidence in planning and delivering engaging weight-loss sessions to adults  Self-motivated and a natural leader.  Coaching skills  Strong interpersonal skills and the ability to build trusting relationships with the individuals.  A caring and empathetic attitude.  Ability to use initiative.  Be able to work under pressure and meet targets.  Strong organisational skills.  Excellent verbal and written communication skills. | The ability to prepare and deliver sessions that are appropriate to the target audience. | Application/  Interview. |