

## JOB DESCRIPTION

**Title:** SMI Practitioner

**Reporting to:** Lead Practitioner

**Responsible for:** None

### Functional

**Responsibility:** The post holder will work with existing partners in targeted support of successfully engaging with those on the SMT register in accessing and attending physical health checks

**Salary Range:** £26k - £28k, based on experience

**Hours:** Full Time (37.5 hours per week) 5 days a week

**Location:** Role based in the community with office base at Wandsworth, Croydon, Merton, Kingston & Richmond

### Purpose of the role:

To offer outreach and engagement, to support people with SMI to access their annual comprehensive physical health check.

### Main responsibilities and key tasks:

#### Operational

Accountable for leading all activities within Community Programmes portfolio including, but is not limited to:

- Offer outreach and engagement, to support people with SMI to access their annual comprehensive physical health check
- Coordinate and engage with the use of a cohort of Peer Support Workers where appropriate and agreed, for particularly hard to reach cases and where a peer support intervention would greatly increase the likelihood of a successful engagement with a health check.
- Conduct an outreach program to reach people with Severe Mental Illness (SMI) who are not currently accessing annual, comprehensive, physical health checks and
- Raise awareness about eligibility for people living with SMI (priority group 6)

Provide support for people with SMI to access physical health checks and discussing their concerns

- Dispell misinformation (by, for example, distributing flyers, brochures, or other informational or educational documents)
- Educate people about the importance and availability of healthcare services, such as cancer screenings

- Help individuals to identify barriers / reasonable adjustments that the practice / vaccinating team can make to enable the individual to access their health check / Covid-19 vaccine
- Where appropriate, engage supporters (e.g. family, carers, providers) to offer support in accessing the health check
- If required, liaise with the practice, vaccination team or individual to support access to the health check
- Ensure an inclusive approach for those who are most vulnerable, including BAME populations, older people, pregnant women and those with missed reviews
- Gain insight into the reasons for vaccine hesitancy and the barriers to access the vaccine, to shape wider CCG communications
- Work with existing service users / group attendees where they meet the category of SMI and with people with SMI who are referred by the funder / other identified health stakeholders
- Assist in the collection of information and data in order to monitor and evaluate the service

#### **Policy and Service Development:**

- Develop and support service innovation and effective service model
- Ensure that all staff within the team are aware of relevant policy and procedures and that communication is developed and deployed appropriately.
- Maintain a good knowledge of emerging policies from government departments, the organisation in defining the strategy. To support delivery of the NHS Long Term Plan.
- Develop and maintain appropriate links with agencies concerned with the health, welfare and development of people with mental health problems
- Work across multiple agencies
- Develop and support on policy development with impact across the organisation

#### **Financial and Physical Resources**

- Support the Team Leader with budget setting across a range of areas/services of community Programmes, managing and monitoring related activity, liaising with Finance colleagues to ensure appropriate costings, and ensure compliance with standing financial instructions
- Responsible for ensuring adherence to the Community Programmes operational budget, ensuring appropriate documentation is available for scrutiny. Constantly striving for value for money and greater efficiency
- Support and provide guidance, management, and assurance on the procurement of identified products, equipment, services and facilities for assigned Community Programmes
- Support and develop, recommendations, providing advice and able to prepare strategic reports/briefings as required
- Constantly strive for value for money and greater efficiency in the use of these budgets and to ensure that they operate in recurrent financial balance year on year.

### People Management

- Support and develop the Adult Services Directorate i.e., community Programmes, building a collaborative working environment and an innovative culture
- Support, develop and inspire staff throughout the strategy to role model leadership and innovation
- Support and work across the wider organisation to agree prioritisation of blocks of work and related resource allocation
- Responsible for managing multiple functions within the
- Promote equality of opportunity and diversity in all our services and in managing people

### General

- Act as an ambassador by promoting our values, mission and strategic objectives
- Be the face leading in stakeholder engagement and public relations, promoting the service with external stakeholders
- Ensure safe work settings and practices, intervening where necessary to mitigate and manage risk
- Be part of management on call system
- Work occasional evenings and weekends as required by the service
- Carry out any other duties commensurate with the grade

### Job Description Agreement

The Job Description is not exhaustive and is subject to change considering the service, work, priorities, or requirements. Such change will be discussed and consulted on with the post holder. Mind in Croydon reserves the right to vary or amend the duties and responsibilities of the post holder at any time in accordance with the needs of the service. The statements contained in this description, reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required to undertake the role.

It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, peak work periods or otherwise to balance the workload.

The dated signature of the current post holder is an agreement that the Job Description provides an accurate outline and picture of the job as it currently exists.

Signed:

Name:

Date:

## Person Specification

	Essential	Desirable
Excellent project coordination skills, with a track record of delivering against targets and objectives	E	
Previous experience of working in a public or voluntary sector environment, in particular health or social care	E	
Good organisational skills with the ability to manage conflicting priorities	E	
Good people skills - experience of face-to-face public engagement	E	
Engaging and working productively with a wide range of both internal and external stakeholders	E	
Experience of influencing others, with the ability to adjust communications style as necessary	E	
Ability to be creative and flexible in working with individuals	E	
Ability to maintain confidentiality and to deal sensitively and diplomatically with a range of people	E	
Ability to communicate confidently and effectively, both verbally and in writing, including excellent telephone skills	E	
Ability to work on own initiative	E	
Ability to use Email and IT packages and to use these to record monitoring and evaluation data	E	
Ability to work to specific KPIs and prepare reports for submission to funders	E	
Understanding of, and a personal commitment to, Equality and Diversity and how this applies - in particular to mental health services	E	
Experience of using creative approaches to reaching communities that have not historically engaged with mental health / health services	E	
Able to use public transport as part of being community based	E	