

## JOB DESCRIPTION & PERSON SPECIFICATION

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| <b>Job Title:</b>  | Age Well Coordinator – MWEB Primary Care Network Northampton   |
| <b>Reporting to (Job Title):</b>   | Wellbeing Integration Lead   |
| <b>Organisation:</b>   | Age UK Northamptonshire  |
| <b>Salary:</b>   | £16 286.40 per annum (FTE £26,782.08 per annum - Band 5)   |
| <b>Place of work:</b>  | William & Patricia Venton Centre   |
| <b>Hours of work:</b>  | 22.5 hours per week – Flexible but to include Mondays  |
| Employment subject to Enhanced Disclosure & Barring Service (DBS) check  |  |
| <b>Purpose of the Job:</b>   | <p>To represent Age UK Northamptonshire as part of a multidisciplinary Age Well Team comprising Adult Social Care, Northamptonshire Carers, Alzheimer’s Society, Northamptonshire Healthcare Foundation Trust.</p> <p>To work in a task centred way primarily with older people who are at risk of hospitalisation or becoming dependent upon statutory and/or institutional care. To help older people stay well, live well, and maintain their independence for as long as possible.</p> |
| <b>Main Tasks and Responsibilities:</b>  |  |
| <ul style="list-style-type: none"> <li>• To take referrals from GP surgeries, to enter these on organisational and clinical computer systems; and to subsequently ensure that all records are accurate and up to date where applicable.</li> <li>• To undertake an initial home visit to carry out a holistic assessment to identify the needs of individuals referred to the service and agree with them the course of action that is to be taken.</li> <li>• Where identified as helpful and agreed with the patient, to visit them in their homes, taking a laptop to allow the patient and family to participate in a multi-disciplinary meeting /extended patient review with health professionals on a Microsoft Teams call.</li> <li>• Following that MDT, to work with the wider Age Well team and agree with the patient a plan to put into place services or support to increase their independence within their home, and to support their health and wellbeing.</li> </ul> |  |

- To carry out low level equipment assessments, and order equipment if appropriate.
- If required, to carry out patient basic observations, including blood pressure checks, recording these within patient records and to report these to the GP and other health professionals.
- To be aware of community and voluntary sector services provided in the local area, to undertake assessments for these services, and to make onward referrals.
- To gather information for benefit checks to be completed to maximise income of clients, and thus potentially increase independence and choice.
- To work with General Hospitals, surgeries, and NHFT community teams to support patients and increase broader choice for their social support.
- To visit clients in their own homes to monitor the service and re-evaluate goals if appropriate, or to make telephone check calls to offer short term support on a more intensive basis (i.e. initial weekly support to attend a day service).
- To work with Age Well colleagues, to evidence the compliance with stated targets and Key Performance Indicators.
- To promote the work of Age UK Northamptonshire and Age Well, building local networks with potential referrers and GP surgeries.
- To attend training and meetings appropriate to the position.
- Responsible for ensuring all patient-identifiable information is stored and disposed of appropriately, and that Information Governance and Confidentiality procedures are adhered to.
- In consultation with the Wellbeing Integration Lead, to play an active role in staff and volunteer recruitment, retention, training, and development.

The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.

**Please note that the above list has been provided to give an overview of localities and expectation of travel. This could be subject to change.**

## Person Specification

|   |                              |  |
|---|------------------------------|--|
| <b>Education &amp; Training</b> <ul style="list-style-type: none"> <li>• Professional qualification in Health or Social Care</li> <li>• Educated to A level or equivalent.</li> <li>• NVQ Level 2 in Care</li> <li>• Car driver with access to own vehicle (no more than three penalty points)</li> </ul>   | D<br>E<br>D<br>E             | AF<br>AF<br>AF<br>AF & I                         |
| <b>Results Driven</b> <ul style="list-style-type: none"> <li>• Shows a readiness to make decisions and commit to a course of action.</li> <li>• Understands the need to consult with managers and to be accountable.</li> <li>• Motivated by challenge and sees problems through to their conclusion.</li> <li>• Recognises own personal and professional limitations</li> </ul>  | E<br><br>E<br><br>E<br><br>E | AF & I<br><br>AF & I<br><br>AF & I<br><br>AF & I |
| <b>Team Effectiveness</b> <ul style="list-style-type: none"> <li>• Displays collaboration and builds alliances encouraging others to work together</li> </ul>   | E                            | AF & I   |
| <b>Customer Focus</b> <ul style="list-style-type: none"> <li>• Experience of working with older people</li> <li>• Knowledge of working within the voluntary sector</li> <li>• Two years' experience of care / support work</li> <li>• Demonstrates ability to work in a non-judgemental manner.</li> <li>• Dedicated to meeting the expectations and requirements of the service, developing, and maintaining effective relationships, and building trust.</li> </ul> | E<br>D<br>D<br>E<br>E        | AF & I<br>AF & I<br>AF & I<br>I<br>AF & I        |
| <b>Communication</b> <ul style="list-style-type: none"> <li>• Always communicates clearly and accurately.</li> <li>• Listens to others and absorbs information.</li> <li>• Computer literate, able to utilise computer skills to enhance service delivery</li> </ul>  | E<br>E<br>E                  | I<br>I<br>AF                                     |
| <b>Influencing</b> <ul style="list-style-type: none"> <li>• Gains clear agreement and commitment from others by persuading, convincing and negotiating.</li> <li>• Able to instil motivation in others, both clients and colleagues</li> </ul>  | D<br><br>E                   | I<br><br>AF & I                                  |
| <b>Planning and Organising</b> <ul style="list-style-type: none"> <li>• Plans ahead and works in a systematic and organised way.</li> <li>• Follows directions, procedures, and policies</li> </ul>   | E<br>E                       | AF<br>AF   |
| <b>Alignment and Compliance</b> <ul style="list-style-type: none"> <li>• Aligned to the values, culture, and mission of the charity.</li> <li>• Knowledge of working within the voluntary sector</li> </ul>   | E<br>D                       | I<br>I   |
| <b>Leading and Supervising</b> <ul style="list-style-type: none"> <li>• With the support of the service manager assists with the overall management responsibility for the local delivery of service</li> <li>• Prepared to take control, exercise leadership, initiate action, give direction, and take responsibility</li> </ul>  | E<br><br>E                   | AF & I<br><br>AF & I                             |
| Prepared By: Amy Shelton  | Date: 6.1.2025               |  |
| Authorised By:  | Date:                        |  |

**AF – Application Form      I – Interview      T – A written test will form part of the interview process.**