

JOB DESCRIPTION

Job Title:	Step Up Falls Prevention Co-ordinator
Job Location:	131 Katherine Street/Community
Responsible to:	Services Director
Hours of work:	35 hours per week
Salary:	£26,390 per annum

Job Summary

To deliver a Public Health Funded Falls Prevention Programme to older people living in Tameside to reduce the number of falls experienced by older people and mitigate the impact of falls. As well as providing supervision and support to the Falls Prevention Advisor.

Key Tasks & Responsibilities

To undertake tasks and direct tasks to junior staff to ensure the delivery of the Falls Prevention Programme as set out in the Service Specification.

To provide day to day management support and monthly supervision to the Falls Prevention Advisor

To represent the charity at local networking and health forum meetings

To accept and allocate referrals from a range of pathways including GP's and Occupational Health.

To undertake one to one home-based FRAT assessments to determine suitability to attend AUKT Step Up Falls Prevention Programme and identify falls and trip hazards in the home to organise appropriate aids and adaptations.

To refer older people to alternative falls prevention interventions where they are unsuitable for the Step-Up programme.

Deliver an interactive 8-week Group Falls Prevention Course to 200 older people a year, from the Age UK Tameside Centre Studio and other Community Venues.

Deliver an in home Falls Prevention Course for older people unable to access a group course for health reasons or other significant issues using an instructional booklet and other learning aids.

Ensure that delivery of the Falls Prevention Programme is inclusive of people from ethnically diverse communities meeting any KPI's in place.

To organise transports for Step Up Falls Programme participants

Programme Engagement:

To lead on 2 public facing annual bone health campaigns

To undertake Falls Prevention talks and presentations to groups of people groups across Tameside and undertake the Functional Fitness MOT Test with them.

Programme Administration:

To ensure the Falls Prevention Course content is up to date.

To liaise with Customer Service staff on tasks related to the delivery of the Falls Prevention Programme.

To ensure appropriate resources are in place to deliver the programme.

To input client information using the Charity's database and ensure client assessments and other documents are up to date and safely stored in line with Age UK Tameside's GDPR policies and procedures.

To oversee the compilation of Falls Prevention Programme reports for commissioners and Senior Charity personnel.

To actively seek feedback from Step Up Programme participants on the benefits and quality of the service.

To promote Studio 131, community and commercial exercise classes as a way for older people to maintain their stay active lifestyle and prevent further falls.

To provide a quarterly performance report to the Services Director following a set commissioner reporting format.

Person Specification

Essential Criteria	Able to Demonstrate	
Qualifications and Training	<p>A background in fitness and exercise with Chair Based Exercise and MOT Functional Fitness training.</p> <p>OTAGO Programme Lead qualification.</p> <p>A Postural Stability Instructor (PSI) qualification or equivalent.</p>	Application Interview
Experience	<p>Minimum of 2 years' experience delivering exercise and fitness programmes or classes to older people.</p> <p>Minimum of 2 years' experience supervising staff.</p>	Application Interview
Skills/Abilities	<p>Able to present and deliver programmes and exercise classes.</p> <p>Able to engage with older people about falls prevention, bone health, good nutrition, and hydration.</p> <p>Able to carry out presentations with community groups and professional networking events</p> <p>Able to build positive working relationships with older people.</p> <p>Able to process, analyse and interpret data.</p> <p>Able to provide written reports about service progress for commissioners and Senior Staff within the Charity.</p> <p>Able to travel across Tameside.</p> <p>Excellent IT and literacy skills.</p> <p>Excellent organisational, communication and administration skills.</p>	Application Interview
Commitment	<p>To be able to demonstrate a commitment to working with and supporting older people from diverse communities.</p> <p>To work as part of a team.</p>	Application Interview