



## JOB DESCRIPTION

<b>Job Title:</b>	Macmillan Community Navigator
<b>Grade:</b>	£20,253
<b>Location:</b>	Sefton CVS, Burlington House, Waterloo
<b>Hours:</b>	35 Hours (Full Time). Fixed Term until November 2019
<b>Accountable to:</b>	Project Lead

### Job Purpose:

This post will contribute to tackling inequalities in cancer care through offering identified cohorts of cancer patients an electronic holistic needs assessment (e-HNA) and were identified agree a care plan with the individual to support them to meet their identified needs and achieve their goals.

The post will work in partnership with Aintree Hospital Lead Cancer Nurse and Clinical Nurse Specialists.

The Macmillan Community Navigator will be a practical resource to help connect individuals into services at a local level to aid independent self – management of their treatment and improve their health and wellbeing

### Main Duties and Responsibilities:

1. Be the key link in the South Sefton pilot for the delivery of e-HNA & Care Planning working with a defined group of GP practices within a locality to raise the profile of the service and Macmillan Navigators
2. Be the key link working in partnership with Aintree Hospital Lead Cancer Nurse, nominated Clinical Nurse Specialists and Macmillan to facilitate the pathway for the identified tumour specialities
3. Undertake electronic holistic needs assessments (e-HNA's) and produce care plans with a defined cohort of cancer patients; some newly diagnosed patients and some previously diagnosed, assessing emotional, spiritual, practical, physical and, social

needs enabling and supporting them to address the identified needs, issues and concerns in a timely manner.

4. To manage a caseload and respond to client referrals in a timely manner
5. Be responsible for supervision and day to day management of the Administrator
6. Be responsible for the smooth pathway between secondary care and the patient and community providers brokering access to a wide range of local services including dietary, emotional, therapeutic, Macmillan hubs and benefits to support the individual through treatment and recovery and deliver desired outcomes
7. Empower individuals to have more confidence in dealing with their treatment and enable them to understand the lifestyle changes they could make to improve their overall health and wellbeing
8. Be responsible for direct clinical data inputting onto the Data Collection Recording System (DCRS) ensuring compliance with information governance
9. Attend mandatory training in undertaking, delivering and reviewing Holistic Needs Assessments and Care Plans for those affected by cancer in line with the national programme; and undertake personal and professional development linked to the role and Macmillan requirements
10. Contribute to the evaluation of the Macmillan Navigator pilot, collate and input timely data and suggest/implement service improvements
11. Keeping up to date with National/local & Macmillan Cancer Strategies directly linked to the Living with & Beyond Cancer Programme and the new Right By You model
12. To be accountable for ensuring that all clinical records, including work diary, are maintained in accordance with Sefton CVS's Records Management and Information Governance policies
13. To be accountable for ensuring personal compliance with all Sefton CVS's policy and procedures including safeguarding children and adults and health and safety alerting the line manager of any issues or concerns in relation to delivery of the service
14. To produce performance and quality improvement reports as required by Sefton CVS and Macmillan.
15. Undertake other duties as may be reasonably required within the general terms of the job description.

## **General**

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

## **Confidentiality**

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

## **Hours of Work**

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common sense approach to this arrangement.

## **Pension**

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

## **Annual Leave & Public Holidays**

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

## **Travel & Other Expenses**

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

## **Equal Opportunities**

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

### **Navajo Charter Mark (LGBTI)**

Sefton CVS is committed to being a Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI) friendly employer and provider of services.



In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTI people within our communities.

Sefton CVS actively welcome people from LGBTI communities to apply for our job vacancies.

### **Disability Confident Employer**

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



**What we mean by disability:** The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

**Guaranteed Interview:** The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

**How to apply:** If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

### **Additional Information**

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



# Sefton CVS

Supporting Local Communities

## PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

### Common Requirements for all Sefton CVS posts

#### Communication Skills

- To effectively communicate with different groups and individuals in various situations.

#### Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

#### Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

#### Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

#### Information & Communication Technology

- IT literate; to be able to use Microsoft Office software such as Outlook, Word and Excel effectively.

#### Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the workplace.

#### Voluntary Sector

- To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.

## Essential Requirements to this post

- Qualification in/or equivalent experience of Microsoft Office applications or equivalent.
- Willingness to undertake further training as required.
- An understanding of Macmillan's 'Living With & Beyond Cancer Agenda '.
- An understanding of Macmillan's 'Recovery Package'.
- Able to demonstrate commitment and understanding of confidentiality in relation to the post.
- Can demonstrate commitment to equality, diversity, dignity and respect.
- Ability to prioritise and organise own work load.
- Able to work to deadlines whilst maintaining data protection and confidentiality.
- Ability to evaluate and implement appropriate service developments.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and with flexibility.
- Administration and clerical experience.
- Managing databases.
- Developing presentation materials & reports
- Advanced keyboard skills.
- Experience of working within a team.
- Self-motivated.
- Willing to work flexibly on occasion outside normal working hours.
- Willing to travel around the South Sefton area, and to local hospitals.

## **Desirable Requirements to this post**

- Higher education qualification.
- Minute Taking /Managing Meetings
- Customer service qualifications
- Quality Improvement experience/qualifications
- Attendance/qualifications gained in Cancer care/prevention/LWBC
- A clear understanding of the principles of health.
- Intermediate communication skill (working with people affected by cancer )

**Revised April 2019**