

Job Description – Specialist Health Coach

Located in	Reporting to	Hours	Job Family & Area
Multi-Site	Operations Manager	37.5	Restart

Job Purpose

As a Specialist Health Coach, you'll deliver a range of dedicated individual and group sessions to support behaviour change services that help people to improve their overall health and wellbeing. You'll provide virtual or face-to-face coaching that is underpinned by behaviour change methodology and empowers individuals to set and achieve their health goals and move them towards sustainable employment opportunities

Key Responsibilities

- 1) Work with individuals and employers in a co-ordinated approach so that a client can reach sustainable employment.
- 2) To monitor and maintain a caseload of clients by developing appropriate relationships with employment coaches to promote health and well being services.
- 3) Conducting assessments and producing individual personal development plans to enable clients to achieve entering into paid employment, sector specific training or work placements.
- 4) To plan, implement and evaluation a range of group sessions to promote and support positive wellbeing and mental health for all participants where required on programme
- 5) To produce client CV's and support in completion of applications for employment.
- 6) To develop and provide vocational guidance to individuals, assisting with identifying their key strengths and appropriate career direction.
- 7) Ensure an on-going focus on prevention of poor wellbeing through Making Every Contact Count (MECC) linking with public health prevention activity.
- 8) Undertake or participate in regular caseload reviews with both internal and external stakeholder, support services and/or other team members to ensure a participant journey is supported by all aspects of the Restart Scheme and external provision.
- 9) Be fully responsible for all tasks related to the allocated participants journey including maintaining effective and efficient administrative procedures producing appropriate records and reports, including the updating of client details on the relevant case management system.
- 10) Ensure achievement against service delivery KPIs and individual performance measures and programme outcomes.
- 11) Provide a quality service that meets 6 Ways to Wellbeing, contractual requirements and related thinking within the mental health sector as well as quality standards set forth by Acorn and the Restart Scheme
- 12) To encourage participant feedback and user involvement as directed through surveys and forums. To then review this feedback to ensure continued development of the service offer

- 13) To be the key point of contact to deliver and support staff development within mental health and other aspects of Acorn Training as required
- 14) To build relationships and liaise regularly with GP surgeries, DWP, CMHT and other referral organisations by attending relevant meetings and network events when required.
- 15) To develop and maintain an in-depth knowledge of the local employment provision of relevant companies and opportunities pertaining to work and participant progression.

Key Responsibilities

- Provide information, advice and guidance to customer to allow progression through milestones of increasing participant health
- Liaise with employers and broker a customer caseload towards suitable vacancies
- Set effective SMART targets to move customer towards sustainable employment in a timely manner
- To support the development of Mental Health across the Restart Scheme and promote positive mental attitudes to all staff and participants.
- Support the Department for Work and Pensions’ key priorities

Health and Safety

- You will ensure you follow all Acorn Training health and safety guidelines and fire regulations set out in the policies, follow safe working practices and complete any mandatory training.

General

- Be aware of and follow all Acorn Training policies
- Have regular 121’s throughout the year to monitor performance, objectives and progress and support your personal development and wellbeing
- Take part in any required training needed to fulfil your role.

Person Specification

Criteria	Essential	Desirable
Qualifications and specific training	<ul style="list-style-type: none"> • Minimum of SVQ/NVQ level 3 	<ul style="list-style-type: none"> • Relevant additional training in the health and social care field including safeguarding, motivational interviewing, mental health awareness
Experience	<ul style="list-style-type: none"> • Experience of delivering mental health and wellbeing interventions in 	<ul style="list-style-type: none"> • Experience of working with primary or secondary care services

	<p>a case management approach</p> <ul style="list-style-type: none"> • Experience of facilitating and supporting clients with complex and/or multiple barriers to success in health and social care settings • Demonstrate awareness of common long term physical conditions which impact on a person’s well-being 	
<p>Knowledge</p>	<ul style="list-style-type: none"> • Understanding of the 6 Ways to Wellbeing and it’s practical application • Understanding of inclusion, mental health and anti-stigma • Positive attitude to mental health, community connectivity and a strengths and assets based focus to engaging with individuals 	<ul style="list-style-type: none"> • Knowledge of health and social care system and the application of wellbeing and prevention • Knowledge of local employers that are proactive in recruitment and disability confident
<p>Skills</p>	<ul style="list-style-type: none"> • Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed targets • Ability to work on own initiative, as well as in consultation and negotiation with managers and other stakeholders as required • Ability to process information on electronic records accurately • Ability to secure sustainable employment opportunities for participants • Able to support & empower clients to form their own decisions • Excellent interpersonal, communication and presentation skills demonstrating the ability 	

	to convey complex messages clearly & with sensitivity to family, colleagues & other professionals	
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Last Reviewed: February 2024