

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Social Prescribing Care Coordinator- Cancer Specialism
Employed by: Imago
Responsible to: Social Prescribing Team Leader
Working hours: Full time, Monday to Friday. Flexibility required as occasional evening or weekends needed

Background: Imago is a social action charity delivering an innovative range of services to individuals, voluntary and community organisations and private and public-sector agencies. We work in Kent, East Sussex, Medway and London. Underpinning our work is a commitment to excellence, evidencing impact and safeguarding vulnerable people

Purpose of Role: To support adult cancer patients, assisting and empowering them to navigate the healthcare system. To develop and coordinate individualised plans of care. To liaise with services.

RESPONSIBILITIES AND DUTIES

- Contact patients identified by the PCN within agreed timescales
- Develop care plans together with patients to address their personal health care needs; ensure care plans are maintained, updated, and uploaded to all relevant systems for sharing with other providers
- Assist and empower patients to consult and collaborate with other health care providers and specialists to set up patient appointments and treatment plans; check in on patients regularly and evaluate and document their progress
- Liaise with patients, and where appropriate their families and/or carers
- Promote the service within the PCN to raise awareness of the cancer support available
- Signpost team members, patients and carers to relevant services including the PCN Social Prescribing Link Worker Service
- Liaise with PCN clinicians responsible for frailty regarding patients that are identified as needing ongoing support; liaise with acute trusts, hospices, community and social care providers as required
- Keep accurate and up-to-date records of contact with patients, carers and professionals, including use of EMIS to record patient contact on the medical record; monitor/measure outcomes
- Provide data, reports and case studies to line managers
- Complete audits to review and promote best practice
- Take part in comprehensive induction, training and development; adhere to Imago policies; work with an understanding of safeguarding, lone working, confidentiality, data protection, and health and safety principles

- Have a commitment to equal opportunities, ensuring services are accessible to all sections of the community

ESSENTIAL SKILLS AND EXPERIENCE

- Relevant personal or professional experience of working with vulnerable people in the social care, health, education or voluntary and community sector
- Demonstrable commitment to professional and personal development
- Able to work independently and as part of a team; to meet objectives, achieve targets and work to tight deadlines
- Able to listen, empathise with people and provide person-centred support in a non-judgemental way; able to get along with people from all backgrounds and communities, respecting lifestyles and diversity
- Able to support people in a way that inspires trust and confidence, motivating others to reach their potential
- Excellent communication skills
- Proficient in using word, excel, websites and experience of using a database; use of social media
- Demonstrates personal accountability, emotional resilience and works well under pressure; confident working within professional boundaries
- Good level of education, ideally degree level or equivalent
- Hold a full driving licence with business insurance and have access to own transport

Desirable Experience

- NVQ Level 3, Advanced level or equivalent qualifications or working towards
- An understanding of the needs and treatments of patients with different diagnoses of cancers
- Experience of medical/GP clinical IT systems

**Post is subject to references and a satisfactory enhanced
Disclosure and Barring Service check**