

# Job Description and Person Specification



<b>Job Title:</b>	Social Prescribing Link Coordinator Child & Adult
<b>Area:</b>	Kent
<b>Employed by:</b>	Imago
<b>Responsible to:</b>	Service Manager
<b>Working Hours:</b>	Full or part 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 in Kent, East Sussex, Medway and London. Underpinning our work is a commitment to excellence, evidencing impact and safeguarding vulnerable people. We work with individuals, families, and communities to create change together.

**Purpose of Role:** To deliver a project with the aim of improving the health and wellbeing outcomes of child and adult patients. Support the further aims of early identification and intervention, increasing resilience, maintaining and increasing independence, and reducing the demand on health services and making more appropriate use of social care and community services. Work closely and independently with individual practices within Primary Care Networks, advising and reporting directly to Practices Manager and Clinical Directors.

## Responsibilities and duties

- Independently manage GP referrals, self-referrals and online enquiries for people with health conditions (including common mental health conditions, obesity, diabetes, respiratory conditions, mobility issues and sensory impairment)
- Work with children, families and patients in a supportive, holistic way to address practical and psychological barriers, such as lack of transport, low confidence and social isolation, coping strategies for daily living; work together to co-produce a solution

- Support communication with young people and adults, their families and between services; advocate for young people and adults at risk
- Make referrals to local community groups and other agencies; facilitate the sharing of information, resources and intelligence about any gaps in provision
- Accurately represent the PCN and ensure the values of the PCN are always upheld in carrying out the role
- Develop the role in line with the requirements of the PCN; undertake activities to meet delivery needs; work with clients on a one-to-one basis; deliver group support where required
- Develop networks and work in partnership with other agencies; attend multi-disciplinary meetings
- Signpost and facilitate access to support services including financial and benefit advice, housing, health and safety home systems, and leisure and social activities
- Work with GP's and health and social care professionals to increase awareness of the services; attend local and networking events
- Take part in comprehensive induction, training and development, adhere to Imago policies, and work with an understanding of lone working, data protection, and health and safety principles
- Ensure all safeguarding concerns are managed in line with Imago's Safeguarding Policy
- Ensure achievement of performance monitoring outcomes
- Maintain excellent records using NHS and Imago systems
- Undertake regular evaluation of the service ensuring that the clients are at the heart of the process
- Maintain professional knowledge by keeping up-to-date with current legislation and changes in policy
- Undertake relevant internal and external training
- 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 children and young people and vulnerable adults in social care, health, education or voluntary and community sector
- Experience of delivering wellbeing support to clients or groups; operational experience of multi-agency working
- Proven experience of report writing, and working with individuals to identify and action personal goals; understanding and experience of monitoring and evaluation
- Ability to work independently and as part of a team; to meet objectives, achieve targets and work to tight deadlines
- Excellent communication skills; ability to stay calm in challenging situations and have a measured response
- Confident working within professional boundaries
- Ability to forge effective relationships at all levels and across boundaries
- Proficient in using Word and Excel; experience of using a database
- Good level of education
- Valid UK driving licence and access to own vehicle

## Desirable experience

- NVQ Level 3 in Health and Social Care and Information and Guidance
- Knowledge of policy and legislation relating to client group

To apply, please send your CV with a covering letter to:

**[jobs@imago.community](mailto:jobs@imago.community)**

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