

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Hospital To Home team member	JEID	M0615
Salary Grade:	Level H 25-28		
Team:	Prevention		
Service Area:	Warwickshire Fire & Rescue Service		
Primary Location:	Service Headquarters, Warwick Street, Leamington Spa		
Political Restriction	This position is not politically restricted.		
Responsible to:	Prevention Team Leader		
Responsible for:	Delivering the Hospital To Home service within the County of Warwickshire. Working with NHS trusts, external partners and internal staff to develop, deliver and promote safety within the home environment to maintain healthy and independent living.		

Role Purpose

The role of the Warwickshire Fire and Rescue Service Hospital To Home team is to deliver a bespoke transportation and settling service for Warwickshire residents. This is aligned to the strategic intention of keeping the public safe through the delivery of prevention activities across the County of Warwickshire. This role is a key contributor to the reduction of accidental dwelling fires, it promotes safety within the home environment, supports Adult Social Care to maintain independent living in Warwickshire and helps to reduce avoidable admissions into Hospitals.

The Hospital to Home Service is a service where staff are scheduled on a rotating pattern to work either a 09:30hrs-17:30hrs or a 10:00hrs-18:00hrs. Applicants who cannot meet this criteria, need not apply.

Role Responsibilities

- To provide a timely response to requests for the Hospital To Home transportation and settling service
- Provide a service utilising the person centred framework approach
- Provide risk based advice to individuals in the home setting
- Complete (when appropriate) Safe and Well checks
- Signpost individuals for additional support from a variety of partner agencies

- To co-ordinate with other team members to deliver the WFRS Safe and Well agenda to the most vulnerable people of Warwickshire
- To assist in the development, implementation, delivery, monitoring and evaluation of the HTH service and other community safety initiatives
- To develop and maintain external partnerships and forge links with local community and specific target groups which contribute to mitigating and reducing the risk to local communities
- To assist partner agencies who undertake risk reduction work on behalf of and in partnership with WFRS
- To (when needed) coordinate multi agency events and assist in their delivery
- Manage Prevention department assets, marketing and promotional material and other equipment

Other Duties:

- Manage various IT systems within the realm of Prevention
- Manage, audit and report on partnership and health agenda items as required
- Support the Prevention department to fulfil its business plan year on year
- Driving service vehicles in line with WFRS driving standards and policy
- Attend HTH team meetings and briefings as required by the Prevention Management Team
- Work in partnership with other WCC and external agencies to deliver person centred needs
- Assist with the general workload of the HTH team as necessary to ensure that any deadlines are met and that the standard of service is maintained
- All Prevention vehicles are kept clean, tidy and road worthy at all times
- Structure own workloads and priorities within day to day activity
- To manage behaviours in line with WCC Values and Behaviours and NFCC Core Code of Ethics

Health and Safety:

- Ensure compliance with WFRS Health and Safety policies and procedures.
- Support Prevention Team with their Health & Safety roles and responsibilities.
- Provide input into specific health and safety projects, policies, procedures and risk assessments.
- Complete Adverse Event and Health and Safety Investigations as required.

Personal Development:

- To keep up to date with current practice, undertake training and continuous professional development as appropriate
- Competency must be maintained against role

Equalities:

- To uphold the Warwickshire Fire & Rescue Service's Fairness at Work and Equal Opportunities policies and practices and to treat all colleague, service users and contacts with respect and in accordance with the expectations laid down by the service.
- To promote and deliver fair and quality services that is sensitive and responsive to all service users.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Ability to communicate across departments and partners to a high standard	A,I
Able to convey information both verbal and written in a logical and concise manner	A,I
Knowledge and Understanding of Partnership working	A,I
Ability to use a range of IT software to file and manage information and to create and amend documents	A,I
Experience of working within the Community environment	A,I
Knowledge of risk assessment process	A,I
Able to understand and interpret national guidance and legislation relating to WFRS policies	I
Able to work in difficult or challenging situations with vulnerable people	A,I
Able to work within a team or as an individual	A,I
Able to effectively plan and organise own workload to meet deadlines, prioritising to satisfy competing demands and urgent and important issues.	A,I
Full Driving licence	A,D
Demonstrate a commitment to safeguarding of children and vulnerable adults	A,I
DBS checked – including Adult and Childrens Barred list	A,D

Desirable Criteria

Assessed By:

Some experience of Emergency Service working	A,I
Good working K&U of the Fire Service and County Council	A,I
Some understanding and experience of working within the Community	A,I
Experience of working in a multi-agency environment	A,I
Experience of working with vulnerable groups	A,I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties
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and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
x <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	x <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
X <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	x <input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	x <input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
x <input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
x <input type="checkbox"/> Potential exposure to blood or bodily fluids	x <input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	