



## Job Description Social Prescriber

### Scope of the role

Through telephone support, you will provide holistic assessments for individuals to design an individual social prescription focusing on 'what matters to me' - taking a holistic approach to an individual's health and wellbeing, then signposting and connecting people to community groups and statutory services for practical and emotional support to improve health and well-being.

**Hours of work:** up to 37 hours per week

**Employer:** Flintshire Local Voluntary Council, CORLAN, Unit 3, Mold Business Par, Wrexham Road, Mold, Flintshire, CH7 1XP

**Office base:** FLVC Offices in Corlan Building, Mold Business Park with meetings at partner agencies offices (may also involve some home working)

**Responsible to:** Third Sector Development Manager - Health and Social Care

*As the umbrella body for the Third Sector within Flintshire, FLVC offers support, advice and training to all voluntary and community groups operating within the county. This post has a pivotal role in promoting and supporting links to all Third Sector Services to help to support the wellbeing of children and families.*

The post will be employed by Flintshire Local Voluntary Council (FLVC), but will involve working with the Early Help Hub for Families (EH Hub) and the Single Point of Access (SpOA).

This post is a key element of Flintshire's response to the duty under the Social Services and Well-being (Wales) Act 2014 to provide a multi-agency approach to delivery of Public Services.

### Overall Purpose of the Post

- To receive referrals from partner agencies (and self-referrals from the public) to enable Flintshire residents to access support from voluntary and community organisations
- To provide Information and Advice to families about Third Sector services via the telephone
- To attend multi-agency meetings regarding support services available for families
- To develop and promote the role of the Early Help Hub and Flintshire's Single Point of Access to all relevant partner organisations
- To develop effective signposting and referral processes to other Third Sector organisations and contribute to referral pathways to and from multi-agency teams.
- To be committed to and uphold the fundamental principles/ethos of Flintshire Local Voluntary Council, working within their policies and procedures and attending training, support and supervision sessions as required.

### Main Duties and Responsibilities

- To work efficiently and effectively within a multi-disciplinary team.
- To provide a holistic Third Sector input into 'access to services', ensuring that all advice and guidance to service users is relevant, accurate and aims to achieve the best outcome for service users.

- To attend all relevant training for the role.
- Work to all safeguarding policies and procedures and appropriately report any safeguarding concerns.
- To undertake any other relevant duties commensurate with the grade and the role that may be required from time to time

This job description is valid as at August 2023

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### **Person Specification for Social Prescriber**

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of **Social Prescriber**

This form also indicates how the different requirements may be assessed during the selection process:  
 A = Application Form, I = Interview, E = Exercise

<b>Person Specification –</b>			
<b>ESSENTIAL</b>	<b>Method of Assessment</b>		
	<b>A</b>	<b>I</b>	<b>E</b>
<b>Education/Training</b>			
Educated to GCSE NVQ Level 3 or equivalent by experience	√		
<b>Experience</b>			
Experience of workplace problem solving	√	√	
Experience of working in a busy multi-agency environment	√	√	
Experience of working within the Voluntary Sector	√	√	
<b>Knowledge/Technical Skills</b>			
Basic knowledge of Health and Social Care Services to a level that demonstrates ability to understand how this role will work within a wider system	√	√	
Knowledge of the roles of agencies providing services to/within the Third Sector	√	√	√
<b>Competencies</b>			
Advanced ability to communicate with people at all Levels including Health and Social Care professionals	√	√	
Demonstrable ability to work with individuals to identify what matters to them and co-produce a plan to meet those needs	√	√	√
Effective written and verbal communication skills	√	√	
Proficient at using Microsoft Office Suite	√		
Presentation and Report – writing skills	√	√	√
Effective team working	√	√	
Effective management of time and workload	√	√	
An understanding of Safeguarding issues	√	√	
Ability to promote equality of opportunity, non-discriminatory practice and diversity at all times.	√	√	

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<b>ESSENTIAL</b>	<b>Method of Assessment</b>		
Ability to deal with enquiries sensitively and confidentially within current Data Protection and Safeguarding Protocol	√	√	
Ability to respond to, and seek support for, emergency situations when required	√	√	
Demonstrate flexibility and open mindedness to different ways of working.	√	√	
A positive attitude to partnership working and an understanding of the value of Third Sector Services.	√	√	√
<b>Other requirements</b>			
Able to work occasional unsociable hours	√	√	
Ability to work within competencies and scope of the role, seeking the support of others when required.	√	√	
Able to work and travel throughout Flintshire (with occasional travel to meetings across North Wales).	√	√	
Hold a UK valid, full and current driving licence and have use of a car	√	√	
<b>DESIRABLE</b>	<b>Method of Assessment</b>		
Ability to communicate through the medium of Welsh	√	√	