

November 2018

Job Title: Deaf+Wellbeing Officer (Maternity Cover)
Location: Whitechapel Centre
Salary: £22,842.12 – £24,129.84 per annum pro-rata (Scale 525 – 528)
Report to: Head of Quality and Performance
Line Manager by: Team Leader

Job Aims:

1. To provide health & wellbeing activities to contribute to the overall wellbeing of clients in Tower Hamlets
2. To raise awareness of deafness and communication barriers to GPs and health professionals
3. To manage, supervise and work closely with Health and Wellbeing Assistant
4. To organise and recruit participants on lipreading classes
5. To organise half term activities and community development
6. To organise annual Carers Conference

Terms and Conditions:

- This is a part- time position of 20 hours per week
- Contract initially from date of commencement until 30th September 2019
- Performance will be reviewed at regular intervals.

Main tasks:

1. To improve the health and wellbeing of residents by delivering accessible workshops to Deaf and Hard of hearing clients.
2. To accept new referrals to the service, perform needs assessments and to work with service users in developing personal development plans for each.
3. To develop contact with, network with and attend meetings with other agencies and organisations based within the Borough with regard to statutory and voluntary service provision, especially disability service providers, to raise awareness of deaf issues and services provided by deafPLUS
4. To organise half term activities for families and community activities to increase the overall physical activities of users and reducing social isolation.

5. To address communication issues that affect Deaf and Hard of hearing patients accessing GP services in the borough by providing Deaf Awareness Training sessions for health professional such as GP.
6. To manage, supervise and work closely with Health and Wellbeing Assistant.
7. To set up various activities in relation to Living with a Hearing Loss in 7 week sessions.
8. To signpost and refer service users internally to deafPLUS' Employment service and Information, Advice & Advocacy Services and externally where required.
9. To collect statistics, input into the CharityLog database and to write reports for funders and managers at quarterly intervals as well as monitoring and evaluating the service.
10. To record wellbeing outcomes to measure the change in health & wellbeing as a result of our work.
11. To ensure information on display is relevant, up-to-date and does not contravene the policies and corporate aims & objectives of deafPLUS.
12. To produce marketing materials about the project on a regular basis such as newsletters, e-newsletters, leaflets, posters, social media posts and so forth.
13. To support the Head of Services with bid writing.
14. Raise awareness of deafPLUS and issues deaf people face at local level and service providers. Attend and network events within Tower Hamlets where required.

General:

1. To share in agreed staff development policies by receiving regular supervision and annual appraisals.
2. To agree a personal training plan and carry this out using internal and external training as required.
3. To attend London and national staff meetings and other deafPLUS meetings as required.
4. To participate in fundraising activities when required.

5. To ensure relevant knowledge on health issues, advice provision, advocacy, and developmental issues is up-to-date.
6. To adhere to and promote deafPLUS's policies and standards, especially the Safeguarding, Equal Opportunities, Health & Safety, and Total Communication policies.
7. To support the Head of Services and other deafPLUS staff in achieving the aims of deafPLUS and carry out such other relevant duties as may be agreed including out of normal work hours.
8. To coordinate own Access to Work support if and when required.

Note:

The final interpretation of this job description rests with the CEO in consultation with the Chair of the Board of Trustees and the jobholder. It will be reviewed in the course of supervision meeting and any amendments will be negotiated with the jobholder. The jobholder is also expected to share in other work with deafPLUS as time permits and by agreement with the Chair of the Board of Trustees.

Signed: (Job Holder)

Printed Name: (Job Holder)

Date:

Signed: (CEO)

Printed Name: (CEO)

Date: