**Duties**

1. Undertake assessments with referred patients to gain an understanding of their life, health condition/s and how it affects them, and to explore options for social support locally.
2. To receive and action referrals from the practice team.
3. Connect patients to local support and services supporting them to make contact.
4. Undertake follow up conversations to ensure that patients have been able to access the services.
5. Be proactive in seeking out new community support and activities for patients to access.
6. Attend occasional Patient Participation Group (PPG) meetings as needed.
7. Attend and support the Carers Group which has been established for some time.
8. To encourage people; their families and their carers to provide peer support and to do things together, such as volunteering, Benson nature group.
9. Participate in developing/attending meeting which promote social prescribing and health and wellbeing of the local community.
10. Work with the PPG on local community projects.
11. Liaise with the school on appropriate projects.
12. Liaise with the Mill Stream Day Centre on appropriate projects.
13. Be prepared to work flexibly and during evenings and weekend if required.
14. Work closely with the reception, administration and Care Navigation Teams
15. Work closely with the nursing team and doctors.
16. Other tasks suitable for to this role.

**Job responsibilities**

1. Following the practice safeguarding process where appropriate.
2. Assist and support volunteers with small grant applications.
3. Assist and support patients with benefit applications and/or signpost them to other organisations who can provide that help/support.
4. Ensure that all activities and work is monitored and can be evaluated.
5. Ensure that appropriate codes are input into EMIS
6. Adhere to data protection and data sharing within the PCN.
7. Attend practice/PCN/local meetings as appropriate.
8. Work within the practice Health and Safety Policy, ensuring that all practices and procedures are undertaken in accordance with the guidelines.

**Confidentiality: complete confidentiality of information is an essential condition of employment**

**Practice Benefits**

* NHS Pension
* Vivup lifestyle savings package (currently).
* Blue light card (currently).
* Free parking on site (currently)
* Tea, coffee, and biscuits provided and frequently fruit and biscuits are supplied.
* Regular training sessions.

To discover more about us please see our website [https://www.millstreamsurgery.nhs.uk](https://www.millstreamsurgery.nhs.uk/)

Informal visits or telephone conversations are welcome by prior arrangement with Practice Manager, Karen Washbourn Karen.washbourn@nhs.net

We reserve the right to close the application process early should we have sufficient applicants.

Application by CV and covering letter by email to: Karen Washbourn

Karen.washbourn@nhs.net