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**JOB DESCRIPTION – Postural Support Instructor/Programme Coordinator**

**MAIN PURPOSE:**

To provide a coordination and delivery role as a specialist Falls Prevention Postural Stability Instructor across our West Sussex falls prevention service to contribute to a reduction in falls and fall-related injuries. This post will:

* In line with NICE guidance and the local community level falls prevention pathway, be responsible and accountable for the delivery of high quality, evidence-based multifactorial falls risk assessments and interventions for adults at risk of falling or who report a fall
* Deliver group-based strength and balance classes (Falls Management Exercise (FaME) to contribute to a reduction in falls and falls-related injuries
* To play an active preventative role across West Sussex by spreading the message of the importance of strength and balance exercises and other evidence-based falls prevention activities.

**SUMMARY OF RESPONSIBILITIES AND DUTIES:**

* Conduct multifactorial falls risk assessments with eligible adults
* Deliver progressive and challenging FaME postural stability strength and balance exercise classes, including built-in assessments of ‘homework’ diaries.
* To complete baseline and completion assessments at exit, alongside providing maintenance advice and signposting to physical activities in the community
* Signpost and encourage clients to attend community strength and balance classes to supplement the home exercise programme and to motivate and support compliance with the recommended strength and balance exercises
* Utilise a range of communication methods including digital technologies, face to face, telephone, email, and texting to ensure client led support is proportionate to individual and varying need
* Be responsible for the service achieving contractual performance indicators, including individual, team and contract targets.
* Accurately record data and be able to analyse it and make service improvement suggestions based on your findings.
* Play a key role in producing monthly and quarterly reports
* Deliver presentations to people in local communities to raise awareness of falls prevention measures, this could be to stakeholders and health professionals and the general public
* Be compliant with all relevant policies, procedures, and guidelines, including the appropriate code(s) of conduct associated with this post; maintain awareness of safeguarding issues, report and acting on concerns in accordance with Everyone Health and Local Authority policies and procedures.
* Take responsibility for own CPD and participate in Everyone Health’s induction, training and continual professional development as required; recognise and work within own competence and professional code of conduct.
* Prioritise, organise, and manage own workload in a manner that maintains and promotes high quality.
* Deliver outstanding patient care, demonstrating empathy, understanding, attention to detail, and a commitment to delivering a quality service.
* Ensure that commitment to equality and diversity is reflected at all stages of project planning, delivery, and evaluation, in line with agreed service standards.
* Be an ambassador for Everyone Health, promoting Southend-on-Sea Lifestyle Service, and falls prevention services to members of the public and other stakeholders/ partners, where appropriate.

**PERSON SPECIFICATION**

## 1. SKILLS & ABILITIES

* Be able to plan own time and activities around the varying needs of individuals in the community
* Respond effectively to referrals in line with agreed service protocols.
* Strong communication skills – written, verbal and non-verbal, and listening skills.
* Keep accurate records of activity to provide data and monitoring information.
* Ability to document information in clear accurate English.
* Good numeracy and literacy skills.
* Emotionally sensitive and empathetic to members of the public who wish to improve their health.
* Strong relationship building skills with a range of people, from different backgrounds and situations.
* Computer literate – ability to maintain and monitor information systems in line with the national minimum dataset and adapt to reflect local needs.
* Flexible and adaptable approach to working.
* Strong organisational and planning skills, with the ability to prioritise, often managing competing priorities and deadlines.
* Flexible attitude to working environment and specific community needs, ability to think innovatively to engage specific community groups effectively.
* Strong team player, whilst also confidentially working independently when reaching out to communities.

**2. KNOWLEDGE**

* Knowledge of behaviour change and theoretical principles that support people when embarking on a behaviour change.
* Knowledge of common risk factors that cause people to fall
* Awareness of NICE clinical guidance relating to falls
* Awareness of the benefits of strength and balance exercises
* Awareness of Age UK guidance for professionals regarding communicating falls prevention messages to older people to address the stigma associated with falling and to effectively engage older people in falls prevention services and interventions
* Knowledge and understanding of the Patient Confidentiality Act and the Data Protection Act.

**3. EXPERIENCE**

* Delivering group-based exercise to older adults
* Working within a health care setting
* Experience of working with targeted communities, in particular older people
* Managing own workload, to ensure tasks are completed on time and to a high standard.
* Using software systems to document, collate and evidence work.

**4. QUALIFICATIONS**

* Postural Stability Instructor (PSI) training course (Later Life Training)
* Level 4 PSI accredited by REPS/CIMSPA.
* Recognised endorsed Chair based exercise or Falls prevention Activity Leaders Qualification: e.g Later Life or OTAGO.
* YMCA awards Chair Based Exercise qualification

**5. SPECIAL CONDITIONS**

* Highly motivated self-starter with resilience, determination, and the ability to see jobs through to completion.
* Role incorporates evening / weekend working, with variable levels of travel across Southend-on-Sea
* Full UK Driving licence and access to a car for work- with ‘business purposes’ insurance.
* Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
* This post involves working with vulnerable adults and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).

**6. SAFEGUARDING**

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.