**Job Description**

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| Job Title: Smoking Cessation Advisor  Reporting to: Smoking Cessation Service Team Leader |
| Grade: SO1 |
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**Overall purpose of the job**

Working across Cambridgeshire with Housing First and reporting to the Smoking Cessation Service Team Leader, the Smoking Cessation Advisor will be responsible for coordinating and providing a flexible solution focused service, applying an assertive engagement and positive risk-taking approach This will be in line with Smoking Cessation principles as outlined by the National Centre for Smoking Cessation and Training ( NCSCT). It relies on staff being committed to the ethos, applying a proactive ‘can do, will do’ approach, that focuses on the long-term goal of supporting people to access guidance in the community.

**Main accountabilities**

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|  | **Main accountabilities** |
|  | To deliver smoking cessation advice service in line with the National Centre for Smoking Cessation and Training (NCSCT) framework. |
|  | To proactively engage with those experiencing multiple disadvantage, homelessness and rough sleeping, who have been unable to navigate traditional stop smoking pathways. |
|  | Deliver smoking cessation support to all clients living with multiple issues. |
|  | Develop and maintain non-judgemental, honest and trusting relationships with service users, promote choice and control and support them to achieve their goals and aspirations. You will be confident in working with people who may present with challenging behaviours and may not be easily engaged. |
|  | To carry out assessments of referrals to the service to ensure the service is provided to those who meet the eligibility criteria. |
|  | To support a caseload of individuals with smoking cessation services, identified through the Housing First networks. |
|  | Work flexibly to meet the changing needs of individuals, and service requirements, you will manage your own caseload, time and commitments. Maintain accurate up to date records on the relevant case management systems and collect and provide information in line with service requirements. |
|  | To partnership work and maintain relationships with other agencies to facilitate access to support. |
|  | Work within risk assessment processes, complete dynamic risk assessments and maintain own safety by following lone working procedures and by adopting a positive risk-taking approach. |
|  | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
|  | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030. |
|  | Safeguarding commitment  We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Diploma, Degree or equivalent | Relevant Health, Social Work, Smoking cessation (NCSCT) qualification or practical experience in this area of work. | E |

Minimum levels of knowledge, skills and experience required for this job

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| Identify | Describe | Essential/Desirable |
| **Knowledge** | | |
| Professional knowledge | Knowledge/Understanding of smoking cessation services and behaviour change.  Knowledge of existing services working with multiple needs clients across Cambridgeshire. | E  E |
| Equal Opportunities | Understanding and knowledge of equal opportunity issues and anti-discriminatory practice. | E |
| **Skills** | | |
| Working in partnership | Ability to bring together and work with voluntary and statutory sector services | E |
| Communication | Strong communication skills including strong interpersonal skills in groups, teams and one to one situations  Strong people skills including the ability to build rapport and to challenge inappropriate behaviours.  Ability to write and present reports to senior managers.  Ability to present, persuade and negotiate at different levels and across different agencies, services and groups. | E  E  D  E |
| IT Skills | Good hands-on ability for data collection and manipulation, monitoring tool development, report production and graph and table production.  Good level of analytical ability.  IT literate with a good understanding of IT applications, including MS Office and outlook. | D  D  E |
| Reflective Practice | Demonstrable ability to learn from experience and to share that learning to improve service and staff performance. | E |
| Dealing with difficult situations | Ability to exercise sensitivity and clear judgement in issues to arrive at a balanced view. Ability to be able to positively challenge where appropriate. | E |
| Resilience and Decision making | Ability to work autonomously and exercise professional judgment drawing own experience  Ability to make informed decisions that if challenged can be substantiated.  Ability to create accessible ways of working that effectively engage and involve individuals and their support networks. | E  E  E |
| Travel | Be able to travel around the Cambridgeshire as necessary. | E |
| **Experience** | | |
| Professional Experience | A good level of experience of engaging hard to reach clients.  Experienced in assessing needs and implementing support plans.  Experience working with multiple needs clients.  Demonstrable experience in building effective relationships, behaviour change and person centred working.    Demonstrable experience of supporting the delivery of personalised interventions  Experience of delivering bespoke guidance to individuals.  Demonstrable experience of having manage a caseload of work.    Experience of working in the community | E  E  D  E  E  E  E  E |
| Equality, Diversity and Inclusion (applies to all roles) | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | E |
| Net Zero (applies to all roles) | Ability to contribute towards our commitment of becoming a net zero organisation. | E |
| Safeguarding (applies to all roles working with children/vulnerable adults) | Demonstrate an understanding of the safe working practices that apply to this role.  Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | E |

**Disclosure level**

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| What disclosure level is required for this post? | ~~None~~ | ~~Standard~~ |
| ~~Enhanced~~ | **Enhanced with barred list checks** |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | ~~Fixed~~ | ~~Hybrid~~ | **Field** | ~~Remote~~ | ~~Mobile~~ |