**Job Description**

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| Job Title: Smoking Cessation Service Team Leader |
| Reporting to: Housing First Service Manager |
| Grade: P1 |

**Overall purpose of the job**

To work with Housing First and local partners in the delivery of the Smoking Cessation Service. To provide leadership and line management to a team of Smoking Cessation Advisors who are supporting individuals with complex needs and a history of homelessness/rough sleeping in smoking cessation.

**Main accountabilities**

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|  | To lead and provide line management, support and guidance to a team of Smoking Cessation Advisors who are supporting individuals within the Housing First networks to stop smoking. |
|  | Ensure the smoking cessation support is delivered following the National Centre for Smoking Cessation and Training (NCSCT) framework. |
|  | To proactively engage individuals referred to the service who face multiple disadvantage and who have been unable to navigate traditional stop smoking services. Apply an outreach approach i.e. going out on to the streets, homeless day centres, or other known locations to find and engage them, to build positive, trusting, and friendly relationships by offering them support, understanding, empathy and an opportunity to stop smoking. |
|  | To 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. |
|  | To carry out assessments of referrals to the service to ensure the service is provided to those who meet the eligibility criteria. |
|  | To manage the referral pathway process. i.e. from referral to presentation of cases. |
|  | To support a small working caseload of individuals, as identified through the Smoking Cessation Service referral pathway. |
|  | Ensure bespoke support interventions, delivery of wrap-around smoking cessation support to all clients. |
|  | Maintain accurate up to date records on the relevant case management systems and collect and provide information in line with service requirements. To support the collection of quantitative and qualitative data that will enable a full evaluation as to the effectiveness of the service. |
|  | To attend key multi-agency meetings at operational level. As required support the Housing First Service Manager in providing monitoring reports, attend monitoring meetings and liaise with funders on key issues relating to the Smoking Cessation Service. |
|  | 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** |
| Relevant Health, Social Work or Housing Qualification or equivalent demonstrable experience in the field of smoking cessation in the community.  NCSCT practitioner | Client group related | E |
| Level 3 Line Management qualification or equivalent |  | D |

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

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| Identify | Describe | Essential/Desirable |
| **Knowledge** | | |
| Legislation, government policy and practice guidance. | Knowledge of all applicable legislation in Smoking cessation.  Knowledge of current government policies and guidance in smoking cessation understanding the factors which lead to positive outcomes for people. | E |
| Substance Misuse / Mental Health / Dual Diagnosis | Excellent knowledge of practice with substance treatment and mental health treatment. Understanding of treatment pathways and impact on adults at risk. | D |
| Domestic Abuse | Understanding of issues surrounding victims of domestic abuse, support networks and options available and risks associated with victims. | D |
| Criminal Justice Systems | Good knowledge of criminal and civil court processes. Understanding of how to navigate criminal justice systems to produce best outcomes for adult at risk. | D |
| Adult Safeguarding | Background in working with Adult safeguarding cases and knowledge of legislation. | E |
| Existing services working with Multiple disadvantaged clients in Cambridgeshire. | Knowledge of existing provision in Cambridgeshire. | D |
| **Skills** | | |
| Time management | Ability to prioritise and take responsibility for workload, meet deadlines and complete tasks with set timeframes. | E |
| Ability to lone work safely, and work well on own initiative | Ability to communicate with service users and other partners in the field, including street-based work and working in individuals homes. Understanding of safe lone working practices. | E |
| Resource management | Coordinating available resources, such as grants, donations and other available funds. | D |
| Resillience | Able to manage a varied workload in a high pressured working environment. | E |
| Original thinker, creative and solution focussed | Ability to analyse and understand problems and barriers, use own knowledge and other resources to create innovative solutions. Able to influence and negotiate to create flexibility. | E |
| Communicating at different levels | Skills to communicate with hard to reach service users, partner frontline workers, service managers, strategic leads and national leaders in the field. | E |
| Engaging hard to reach adults | In depth understanding of the needs of this group and proven ability to work with adults in a genuinely person-centred way. | E |
| IT Skills | Competent with Microsoft office packages. | E |
| **Experience** | | |
| Partnership working | Multi-disciplinary work focussed on care/support planning and risk assessment  Proven track record of working collaboratively with internal and external providers and services. Ability to co-ordinate partners around a joint plan of support for individuals. | E |
| Line Management | Proven track record of line management, objective setting and performance management. | E |
| Presenting within local and national contexts | Confidence delivering presentations, information and good practice to local stakeholders and at national events. | D |
| Experience of working with complex needs adults with a chaotic history | Demonstrable record of reaching the most marginalised individuals within society where previous interventions have failed. | E |
| Agile Working | Adaptability to changing situations and circumstances to ensure priorities are met. Confidence to work in many settings and be able to get to these at short notice. | D |
| Ability to travel | Ability to travel around the county using own transport, pool car and public transport. | E |
| Equality, Diversity and Inclusion | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | E |
| Safeguarding | 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 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~~ |