



Recruitment Pack  
Healthcare Assistant  
Stop Smoking  
Stockport



Healthier, happier for longer, we make lives better

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## Welcome & Introduction to the role

Hello and thank you for your interest in the Healthcare Assistant- Stop Smoking role within our Stockport Stop Smoking Service.

ABL is an exciting fast-paced, growing community health organisation. As an experienced, CQC registered, provider of community health services, we are passionate about delivering evidence based, innovative, effective and relevant health care services in partnership with individuals, communities and stakeholders.

## Employee Benefits



The infographic is titled "Employee Benefits" and features the ABL logo "abl a better life" in the top left corner. It consists of a grid of 12 benefit cards, each with a colored icon, a title, and a brief description. The benefits listed are: Birthday Day Off (purple icon of a gift), Employee Assistance Programme (teal icon of hands), Flexible Annual Leave Scheme (yellow icon of a calendar), Flu Jabs (red icon of a syringe), Maternity Leave (orange icon of a pregnant woman), Free Eye Test (purple icon of glasses), Employee Referral Scheme (blue icon of a group of people), Staff Awards (yellow icon of a trophy), 37.5 hour working week (teal icon of an alarm clock), Blue Light Card (blue icon of a card), Cycle to work scheme (red icon of a bicycle), and Employee Volunteer Day (orange icon of hands holding a heart).

Icon	Benefit Title	Description
	<b>Birthday Day Off</b>	We want employees to feel special as individuals and what better way to do that than giving them an EXTRA day off for their birthday
	<b>Employee Assistance Programme</b>	You can contact Health Assured 24/7 for counselling, legal information, bereavement assistance, medical information or CBT.
	<b>Flexible Annual Leave Scheme</b>	The aim of this policy is to offer staff additional flexibility, where possible, in respect of their time off from work
	<b>Flu Jabs</b>	Each year in the run up to flu season you are able to claim back £10 towards the cost of your flu jab.
	<b>Maternity Leave</b>	Up to 3 years - 6 weeks full pay 3-5 years - 6 weeks full pay 5 years + - 8 weeks full pay
	<b>Free Eye Test</b>	Employees who regularly work on a laptop/desktop computer as part of their role, can have the cost of their eye test reimbursed and can apply for £50 towards the cost of their glasses.
	<b>Employee Referral Scheme</b>	Any current employee who completes a referral will receive £150 in their pay once the referred colleague passes their probation period.
	<b>Staff Awards</b>	Bi-Annual staff award days. Quarterly Hero
	<b>37.5 hour working week</b>	ABL wants to offer our employees a good work life balance and therefore from 1 <sup>st</sup> January 2023 we will be reducing the FTE weekly working hours from 40 hours to 37.5.
	<b>Blue Light Card</b>	This comes with a small cost when registering, but offers a huge range of savings in shops, restaurants, for travel and much more.
	<b>Cycle to work scheme</b>	Save money on a new bike and spread the cost. You could save at least 25% on the cost of your new bike and accessories.
	<b>Employee Volunteer Day</b>	Employees are entitled to take one day paid leave to take part in volunteering activities

## Our History

ABL was founded in 2009 by people who believed they could and should change the world!

As a GP and former teacher, Sheena Bedi and Denise Leslie had first-hand experience of community health services that had failed people, the very people who needed them most. The dynamic pair believed they could provide a different, more flexible approach, by combining their expertise in healthcare, education and experiences of the social and economic problems that held people back. They vowed they would find a way to support and encourage people to lead **healthier**, **happier** lives for **longer**, whatever their background. ABL was born, ABL stands for A Better Life.

ABL knew that if they put people at the heart of the services, stepped in their shoes and experienced life from their perspective then they could start to create a new approach to healthcare.

Taking services into communities; making them accessible and by removing the traditional clinical surroundings and approach, they became more engaging and responsive. By constantly assessing the ABL approach and listening to the people and communities we work with, our services became a truly responsive community healthcare offer.

ABL came to understand that a multi-disciplinary approach worked best, that by creating a shared language with a range of professionals from varied backgrounds we could support the whole person and empower them to really make a difference within their community.

To this day ABL still work and engage in this way, we are working not only to design and develop services that treat and support people who are experiencing health problems, but are dreaming up and creating effective ways that we can educate and empower people to eliminate health issues in the future.

ABL staff believe they can change the world, we all deserve 'A Better Life'. Do you hold these values dear, does our way of working resonate with you, do want to be a part of our team?



## ABL Vision & Values

### Healthier, happier for longer – we make lives better.

Our organisational values revolve around our passion to make all our services:

- People Powered
- Bold
- Effective
- Thoughtful

#### People Powered

We place people at the heart of our approach. We listen to their wider experiences and needs and work with them to co-design practical solutions to their problems.



#### Bold

If we do things the way they have always been done nothing will change. We are passionate about finding new approaches, employing new technologies and engaging with the latest sector research to help communities make long lasting, sustainable change.



#### Effective

Our success depends on our ability to transform the lives of the people and communities we work with and we pride ourselves on delivering results. Our work is evidence based and we are skilled at delivering on targets and monitoring and recording our impact for all our stakeholders.



#### Thoughtful

We believe in the value of reflection. By taking time to understand and reflect on 'the bigger picture', we ensure that as an organisation we keep on learning and that our staff and services keep growing and evolving.





## Meet the ABL Leadership Team



**Denise Leslie (BSc Hons, PGCE) *Chief Executive and Founding Director***

Denise, co-founded ABL with a passion and drive to make a difference to people's lives through innovative community-based healthcare services. Founded in 2009, in a small office in Bolton, the company now delivers positive behaviour change services across the country.



**Nick Warnett (BSc Hons, PGCM) *Commercial Director***

Nick joined ABL after working in performance and quality at an NHS commissioning organisation and has experience in designing and commissioning healthcare services for hard to reach groups. Nick was drawn to ABL's passion for making a difference and having a sustained impact on people's lives.



**Donal O'Donoghue (MB BCh, BAO, FRCSEd, FRCSEd (Orth) *Medical Director***

Having been enticed by the holistic vision of the company, Donal joined ABL in 2017. Donal is an experienced clinician, senior manager and former NHS medical director. With four young adult children, Donal is passionate about ensuring every child has the support they need to achieve their full potential. Since joining ABL, his focus has been on quality, governance, and performance management.



**Paul Richardson (FCA) *Finance Director***

Paul has more than 20 years' experience working with PLCs, SMEs and private equity investors, in social care, construction and the fire and security sectors. Paul has director responsibility for Finance, HR and IT as well as supporting all parts of the business as member of the executive team and main board of directors.



**Andy Leslie (BSc Hons, PGCE, NPQH) *Director of Operations and Governance***

Andy has extensive experience in high level management roles at comprehensive schools and academies, predominantly in deprived areas. He ensures ABL services are education and prevention-based and that interventions are based on best teaching practice.

## ABL Services

Passionate about and committed to reducing health inequalities, ABL deliver a range of health and wellbeing services across the country including:

Service	Brief Description
<b>Specialist (Tier 3) Weight Management</b>	Multi-disciplinary support including medical, psychological and therapy, nutrition, dietetics and exercise behavior change support. For adults with BMI of 35+ to achieve and sustain long-term weight loss and provide support and referral for Bariatric surgery where appropriate.
<b>Stop Smoking and Tobacco Control</b>	Our stop smoking advisors support smokers for a minimum 12-week intervention. Whilst we support all smokers, we offer targeted support to priority groups including, people with long term conditions, primary care, secondary care, maternity services, mental health, adult and children's social care and 0 to 19 services.
<b>Community (Tier 2) Weight Management</b>	Support adults with a BMI >25-40 to take realistic, small steps to becoming more active, making positive food choices and goal setting.  ABL also offer healthy weight pathways including integrated tier 2, tier 3 adult and family weight management services (in commissioned areas only).
<b>Family Weight Management</b>	Specialist and community family weight management for families and young people. Includes a multi-disciplinary approach with family focused support including nutrition, exercise and behavior change.
<b>Low Calorie Diet Programme</b>	Part of a new NHS programme which provides a low calorie diet treatment for people who are overweight and living with type 2 diabetes. The service supports people to make healthy lifestyle changes, achieving remission wherever possible. The multicomponent programme combines specialist nutrition, psychology, and physical activity support.
<b>Intensive Personalised Support</b>	Our IPS service take a whole family approach to supporting children and young people with a learning disability and/or Autism, who display challenging behaviours. We work with individuals and their families to understand the reasons behind behaviours and implement a co-produced behaviour support plan, with the aim of keeping the child at home and out of long term hospital stays or residential care.
<b>Patient Participation in Prisons</b>	An award winning service facilitating and leading quarterly health care councils in 35 prisons across the North of England, enabling patients to be actively involved in decisions about their healthcare services within their custodial setting.
<b>Integrated Wellbeing Services</b>	We offer realistic and practical support for people to make life long healthy behaviour changes, supporting people to manage their weight, stop smoking, move more, drink less alcohol and falls prevention.
<b>Workplace Health</b>	Supporting workplaces such as museums, hospitals and councils across the North West to understand health and wellbeing needs of their employees. Includes training, nutrition analysis, tailored workplace health packages.

## Achievements



We've supported **over 6,000 people** to quit smoking.



We've supported **over 11,000 people** to lose weight.



**Over 14,500** of our clients have increased their physical activity.



**Over 16,000** of our clients have improved their mental health.



We are awards winning: Social Impact award, Growing Business Awards November 2022. HSJ Partnership Award in 2020



Co producing pioneering, innovative research projects across our smoking services.



We are Investors in People Accredited.



We are a Disability Confident Leader.



*ABL Prison Team, collecting their HSJ Partnership Award for their innovative procurement project that gave a serving prisoner a voice in the procurement process of healthcare services.*

*ABL team collecting their Social Impact Award .*





## About the role

### Job Description

#### Healthcare Assistant, Stop Smoking

Job Title:	Healthcare Assistant, Stop Smoking
Location:	Stockport
Salary:	£21,756- £26,000 (depending on experience)
Hours:	37.5 hours per week
Type of Contract:	Permanent
Accountable/Responsible to:	Head Service- Smoking Cessation
Staff Accountable to Postholder:	None

#### Role Purpose:

This role is extremely rewarding in making a difference to people's lives. The role of the Support Worker, Stop Smoking is to support the delivery of evidenced based, equitable stop smoking services to help to reduce the inequalities throughout the contracted localities. This will include the delivery of services within areas of most deprivation. It is essential that the postholder can work flexibly, independently and as part of a team.

Full Smoking Cessation Training will be given to ensure staff / applicants are equipped to deliver effective services. The training will include becoming a certified NCSCT Practitioner on successful completion.

#### Your key responsibilities will be:

- Motivate and empower clients to make changes to address their addiction.
- Explain to clients the principles of the nicotine and Stop Smoking Service to enable them to make informed choices.
- Deliver evidence-based stop smoking interventions, these include one to one, drop in, group sessions, telephone, or on-line support, these must be in accordance with the NCSCT Standard Treatment Programme.
- Work with other professionals to embed smoking cessation as part of routine client care.
- Maximise the impact of smoking cessation on health gains and reduce health inequalities.
- To understand the analysis of health and equalities data including service data identifying local need to inform local service need.
- Provide a high quality, efficient and cost-effective services throughout a diverse range of community settings.

- Lead peer support group sessions for successful quitters following intervention to prevent relapse.
- Provide evidence-based education in all aspects of smoking cessation and behavioural change as well on-going motivational support.
- Work with individuals to set realistic sustainable goals.
- Ensure all client and service records are up to date, accurate and satisfy the ABL Health documentation policies.

You will be a motivated, passionate, organised, and proactive individual with knowledge of health and care support (training will be provided in stop smoking advice and treatment options).

This role will be demanding as services develop and should become integrated in all settings. It will be essential that you use your own judgement to prioritise competing demands and workload effectively to specific timescales.

### Duties and Responsibilities

This post will work under the line management of the Head of Service. The role will be varied, challenging, and rewarding as the service becomes embedded in all local communities across the borough.

### Skills and Competencies Required

- Knowledge and experience of delivering **health care support**. (Training will be given)
- **Positive and proactive** outlook with the ability to motivate, engage and support others to achieve the highest standards and outcomes.
- **Adept in communication**; A strong communicator who adapts the message to fit the needs of the audience including clients, staff, and volunteers at all levels.
- **Build strong relationships**, foster trust and co-operation among colleagues, stakeholders throughout community settings.
- **Quality driven**; you naturally seek high standards and actively seek to improve them.
- Value and remain open to **new ideas and perspectives**.

***The desire to make a difference...***

***We are looking to change the lives and improve the wellbeing of the people in Stockport.***

**Standard Information**

**Information Governance**

Employees of ABL Health must comply with the provisions of GDPR and the Data Protection Act 2018. The postholder must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.

The postholder will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000

The postholder must comply with ABL's policies that protect the information assets of the organisation from unauthorised disclosure, modification, destruction, inappropriate access or use. The postholder will be responsible for maintaining the clinical and/or corporate records that fall within the remit of this role to the standards in ABL's records management policies, and data quality processes and standards.

### **Health & Safety**

Compliance with the Health & Safety at Work Act 1974 – the postholder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

### **Safeguarding is Everyone's' Business**

ABL has a responsibility to ensure that all children / young people and adults are adequately safeguarded and protected. As a consequence, all ABL's employees, temporary staff and volunteers are required to adhere to ABL's safeguarding policies / procedures in addition to local and national safeguarding policies and to act upon any concerns in accordance with them.

### **Smoke Free**

ABL is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### **Training**

The postholder must attend any training that is identified as mandatory to their role.

The range of duties and responsibilities outlined above are indicative only and are intended to give an overview of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

### **Equality, Diversity & Human Rights**

It is the responsibility of every person to act in ways to support equality and diversity and to respect human rights, working within the spirit and detail of legislation including the Equality Act 2010 and the Human Rights Act 1998. ABL is an equal opportunities employer and aims to challenge discrimination, promote equality and respect human rights.

## Person Specification

### Job Title: Healthcare Assistant- Stop Smoking

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and experience</b>	<p>Higher level education or Relevant degree (health/social care/public health)/ professional qualification, or equivalent experience in a healthcare support role</p> <p>Experience of working in community settings</p>	<p>NCSCT Practitioner</p> <p>experience working within smoking cessation other addiction or behaviour change.</p>	<p>Application Form/ Interview/ Certificates/Assessment</p>

<b>Skills &amp; Knowledge</b>	<p>Skills/knowledge to utilise computer software, including Microsoft Word, Excel, and PowerPoint</p> <p>Have a positive outlook with an ability to inspire confidence, provide vision and motivate people.</p> <p>Good communication skills both written and verbal.</p> <p>Ability to influence using skills and knowledge.</p> <p>Ability to prioritise and organise your own workload.</p> <p>Understanding concepts of behaviour change and how to implement these.</p> <p>Understanding and evidence of adhering to information governance policies</p> <p>Experience of managing own caseload without day to-day supervision</p> <p>The ability to travel independently across the borough.</p> <p>Work flexibly and adapt to suit service need.</p>	<p>Understanding of addiction</p> <p>Knowledge of child protection and safeguarding children and vulnerable adults</p> <p>Experience of developing and delivering training to target audiences.</p> <p>Understanding of national guidance and ability to disseminate research and best practice.</p> <p>Knowledge of the wider tobacco control agenda</p> <p>Experience of engagement work with key partners within the community</p>	<p>Application Form/ Interview/ Certificates/Assessment</p>
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Job Specific Requirements	The ability to travel independently across the borough. Work flexibly and adapt to suit service need.		Application Form/ Interview

### How to apply

#### Application Form

You will need to complete our Application Form to be considered for this role.

As a *Disability Confident Employer*, we are committed to ensuring that our recruitment process is inclusive and accessible. If you have a disability or learning difficulty which means you are unable to complete an application form, please contact us to complete a telephone assessment. If you feel your disability or learning difficulty prevents you from completing the application form, please contact us to discuss your personal circumstances.

We are happy to accept application forms electronically or written by hand. You can also request an application form in a larger font size.

#### Contact Details

If you have any questions about the role or would like to discuss the post further, please contact:

NAME: HR Department

CONTACT DETAILS: [recruitment@ablhealth.co.uk](mailto:recruitment@ablhealth.co.uk)

**The closing date for this vacancy is 24<sup>th</sup> July 2023**