

ACTION FOR CARERS SURREY (ACS)

MOVING AND HANDLING ADVISOR

JOB DESCRIPTION

Post: Moving and Handling Advisor (Part-time – 18 hours)

Location: Based at Guildford with home working

Reporting to: Moving & Handling Manager, Action for Carers Surrey

Responsible for: Not applicable

Job Purpose:

To provide an effective and efficient Moving and Handling Service to carers which is an injury prevention service for carers.

Hours: 18 hours per week, flexible, worked over 3 or 4 days to include Monday and/or Tuesday.

Main duties of the post are:

- To provide moving and handling risk assessments for carers with advice, support and training on moving and handling, techniques and use of equipment.
- To network with the other Moving and Handling provider in Surrey to share best professional practice in delivery of our services.
- To be involved in interagency and partnership working with local authorities, health, charities, volunteer groups and private agencies and companies, to promote the needs of carers for support and training in the field of safe moving and handling.
- To present to groups of carers about the benefits of safe moving & handling and to promote carers services.

Principal Aims of Advisor role:

- To perform moving and handling risk assessments on a one to one basis for carers who have moving and handling as part of their caring role with the aim of reducing muscular skeletal injury and to improve health and wellbeing outcomes for carers.
- To work in partnership with other agencies, including both health and social care, promoting the needs of carers for support and training with regard to safety, when moving and handling the people for whom they provide care.
- As part of this partnership working with other agencies, ensure that the needs of carers are appropriately identified.

Tasks of Advisor role:

1. Direct Carer Support

- To visit carers in their own home or other agreed setting to provide training on safe moving and handling techniques.
- To assess carers' needs and where appropriate identify solutions to meet these needs, which may include loan of small pieces of equipment.

- To record all interventions using the Moving and Handling service procedures.
- To refer carers to other agencies for support where necessary.
- To ensure that any training and advice given is based on up to date information and guidance.

2. Carer Awareness

- To assist in the delivery of awareness raising programmes targeted at professionals and the promotion of the service as a whole.

3. Evaluation / Data Gathering

- To gather regular data on service delivery and outcomes for both internal monitoring and external reporting as required and agreed with Service Manager.

4. General Tasks

- To enhance inter-agency working with all those involved in the assessment and identification of needs for both service users and carers, to ensure the service provided is smooth, seamless and timely.
- To maintain regular professional networking with the Moving and Handling Advisors of the other service provider in Surrey to ensure standard best practice is maintained and reinforced.
- To participate in required professional updates.
- To participate in regular supervision and appraisal according to ACS policy
- To comply with all existing policies and procedures of the service and ACS, including Adult and Child Safeguarding.
- To undertake any other tasks commensurate with the post.

5. General Requirements

- To be willing to undertake a Disclosure and Barring Service check prior to commencement of employment and at further intervals as required under legislation.

August 2017

PERSON SPECIFICATION

Specification	Essential (E) or Desirable (D)
Qualifications:	
1. An appropriate qualification in Nursing, Physiotherapy or Occupational Therapy and maintenance of professional registration.	E
2. Moving and Handling Trainer qualification	D
Experience:	
3. Experience of working as part of a team within an organisation	E
4. Experience of working with disabled people and their carers of all ages	E
5. Experience of completing service user assessments	E
Knowledge:	
6. A comprehensive understanding of the needs of carers and the people they care for in relation to moving and handling.	E
7. Knowledge of the availability, appropriate selection and application of manual handling equipment and their safe use.	E
8. An understanding and commitment to the support and empowerment of carers.	E
9. Knowledge of care management and process within social care.	D
10. Has knowledge of appropriate Carers' Rights legislation.	D
11. An understanding of service user/carer dynamic.	D
Key Skills:	
12. Effective organisational and time management skills.	E
13. Effective interpersonal skills.	E
14. IT literate with experience of MS Word, MS Outlook, MS Access, email and internet.	E
15. Effective written and oral communication skills, including skills in report writing, risk assessment and data gathering.	E
16. Presentation skills	E
Abilities:	
17. An ability to form good working relationships with carers and professionals.	E
18. An ability to work alone with support, but without close supervision.	E
19. To be physically able to demonstrate fully any moving and handling tasks	E
20. An ability to demonstrate sensitivity in all circumstances.	E
21. An ability to be creative and flexible, to develop plans for	E

practical implementation by working closely as part of a team.	
General:	
22. Able to travel as required, with the ability to drive and have use of a vehicle.	E
23. To complete and pass essential training.	E
24. To adhere to Action for Carers Surrey policies and procedures.	E

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