

## Job Description

**Job Title:** Wellbeing Consultant (GenesisCare)

**Date prepared:** August 2021

**Location:** GenesisCare Elstree

**Main purpose of job:** To provide a range of Penny Brohn UK (PBUK) Living Well Services within the GenesisCare centre. This will include:

- Carrying out holistic needs assessments. (Face to Face, telephone and via Zoom video link).
- Providing relaxation and mindfulness sessions to patients. (Face to Face, telephone and via Zoom video link).
- Providing bespoke support to patients through the Penny Brohn Consultation. (Face to Face, telephone and via Zoom video link).
- Assisting clients to access appropriate external support where necessary.
- Working within a team in a medical setting actively treating cancer patients.

Wellbeing Consultants are responsible for ensuring a professional, progressive and positive experience for each cancer patient as they move through Penny Brohn UK services and will work with GenesisCare staff to ensure the objectives of PBUK and GenesisCare Living Well Services are met.

**Responsible to:** GenesisCare/Penny Brohn UK Partnership Lead

### Relationships:

The post holder is expected to foster excellent working relationships with all staff and patients. They will forge sound working relationships with other Wellbeing Consultants, GenesisCare Centre Leaders, and all clinical GenesisCare staff at their centre, the Partnership Lead, Partnership Manager and Partnership Administrator.

Wellbeing Consultants will also develop and maintain positive working relationships (including offering information) to external partners, such as Cancer Nurse Specialists, support groups, minority groups, other cancer charities and providers of related services.

## **Main duties:**

### **Case Management Duties**

- (a). To carry a case load of patients using treatment support services at GenesisCare.
  - Case manage patients using services including holistic needs assessments, signposting, support, information and review.
  - Assist patients in developing and implementing a support plan.
- (b). Develop and maintain a good working knowledge of services available to patients and the services of Penny Brohn UK.
  - Maintain close working relationships with local services and have an updated referral pack.
  - Maintain and develop good working relationships with other voluntary and statutory support service providers.
  - Attend continuing professional development at the National Centre as required.
- (c). Carry out basic administration to support the case management role.
  - Maintain up to date records of appointments.
  - Manage case files, in cooperation with other staff.
  - Maintain case notes in accordance with PBUK and GenesisCare policies.
  - Maintain confidentiality.

### **Service Provision Duties**

- Explain Penny Brohn UK Bristol Whole Life Approach and services clearly to a range of interested parties, including potential clients, family and supporters, medical professionals, support groups, fundraisers and other voluntary and statutory groups.
- Answer questions and offer support within this context.
- Facilitate Group Support Sessions with patients and relatives.
- Lead relaxation sessions and mindfulness meditation sessions
- Lead non-therapeutic groups of clients or other interested parties as requested by your line manager.
- Support clients on a one to one basis.

### **Service Development Duties**

- To participate in service development in conjunction with GenesisCare as appropriate.
- Implement PBUK and GenesisCare policies and procedures, and participate in regular audit and review of these.
- To participate in evaluation of services.
- Work according to equal opportunities, confidentiality and risk management policies.
- To participate in training and continuing professional development.
- To undertake other such duties as may from time to time become appropriate in order to achieve the charity's objectives.

## **Liaison**

- Develop and maintain relationships with the centre team and other departments in GenesisCare.
- Develop and maintain relationships with the PBUK National Centre Team and other Wellbeing Consultants.
- Contribute to the development and provision of Wellbeing clinics, offering general support, information and continuity of care during treatment.
- Lead relaxation and mindfulness sessions for patients and relatives.
- Provide information and support to GenesisCare as appropriate.

**Person Specification:**

**Essential**

- Experience as a registered nurse, health care professional or other health related professions (complementary therapist, psychotherapist) **within a medical setting.**
- Excellent listening, communication and interpersonal skills, in particular the ability to maintain professional boundaries within a supportive relationship.
- Ability to lead group work including relaxation, meditation and Group Support Sessions.
- Organisational, administrative and IT skills.
- Ability to work flexibly and be proactive.
- Ability and willingness to travel as required as part of the role.
- Understanding of and commitment to equal opportunities and working with diversity.
- Experience of building strong working relationships across a range of organisations.

**Desirable**

- Experience of voluntary sector and/or private health care sector.
- Experience of complementary therapies and an understanding of whole person approach.
- Professional qualification in a complementary therapy or psychological support.
- Experience in a cancer treatment setting.
- Recruitment and management experience.
- Experience of working with digital applications.

This job description is not exhaustive and will be reviewed, in consultation with the post holder, from time to time and amended in the light of the changing needs of the Charity.

Penny Brohn UK operates a system of regular performance reviews, which includes an Annual Appraisal where the job description, progress against objectives and overall performance in post are discussed

**Signed by post holder:** .....

**Date:** .....