



Reading
Gateway
Church

Parish Nursing Support Worker

Role Description and Person Specification

Job title:	Parish Nursing Support Worker
Hours:	10, flexible, usual working days Thursday and Friday plus some Monday afternoons
Responsible to:	Lead Parish Nurse
Working with:	Lead Parish Nurse, Support Team of Volunteers, Parish Nurse Coordinator.
Accountable to:	Parochial Church Council of Reading Gateway Church and Parish Nurse Ministries UK Regional Nurse Coordinator
Support:	Parish nurse and support team, Parish Nurse Coordinator
Linked with	Parish Nursing Ministries UK (PNMUK)
JOB PURPOSE	To work as a team member in providing a holistic parish nursing service that integrates spiritual, physical, psychological, emotional and social health to the local community, regardless of age, faith, gender, culture or race, across the Reading Gateway Church parish and to the congregation as required.

MAIN DUTIES AND RESPONSIBILITIES

At all times to work as a team member, reporting to and under the direction, guidance and supervision of the Parish Nurse, in conjunction with the team of volunteers in providing the following, which are comprehensive and will feature in varying degrees in the job:-

Supporting Holistic Health

- To ensure all client data is recorded safely and confidentially

Reading Gateway Church
Parish Office St Agnes,
292 Northumberland Avenue,
Reading RG2 8DE

✉ parishoffice@readinggateway.church

☎ 0118 987 4448

Nina Chandler
Parish Administrator

- To produce reports and data as required for the ongoing of the service, for information to the Parochial Church Council, Parish Nurse Ministries UK and our sources of funding the service.
- To make appointments with clients, arranging care plans / signposting in conjunction with Parish Nurse.
- Arranging / participating in activities with clients at base or in clients' homes or community settings
- Ensuring that faith and health are integrated through the provision of an ongoing holistic assessment of needs
- To support individuals in dealing with health issues and concerns, through collaboratively planned care provision
- To deliver, or facilitate the delivery of, planned health support in the church, clients' homes and / or community locations
- To monitor and evaluate the effectiveness of the care provision, adjusting the care plans as required
- In conjunction with the Parish Nurse ensuring the continued need to reduce any identified risks to ensure that health needs are being met
- Where appropriate to attend local meetings of the health and social care professionals to ensure continuity of care

Health Education

Participation in:-

- Monitoring the health education priorities through assessment of health needs of the local community
- Providing health education to individuals and groups, aiming to increase understanding of health concerns and to empower people to make changes to minimize the impact of their health concern
- Focusing on a variety of educational activities for all ages that explore the relationship between values, attitudes, lifestyle, faith and health.
- Promoting health education as an integrated aspect of care delivery
- Developing opportunities for health education activities in church and community events
- Creating packages and / or displays of health education materials relevant for the use of congregation, individuals or groups, and the general public, as needed

Health Advocacy

- To work within an advocacy role that supports people in their access of health services
- To arrange and support referrals to other health professionals and support agencies in order to support the range of needs of a person requesting support
- To work with health, social care, faith organisations and voluntary sector services to support the best solution for holistic care

Referrals

- To liaise with appropriate agencies and authorities in support of an individual's health needs as directed by the Parish Nurse
- To appropriately refer to health, social care, faith organisations and voluntary sector services to access the most suitable resources for holistic care as directed by the Parish Nurse.

Support Groups

- To participate in developing appropriate Support Groups, following assessment of needs of individuals and the local community needs
- To source appropriate resources for support groups that enhance holistic care
- To refer to external support groups within the community where appropriate

Integration of Faith and Health

- In all provision of holistic health care, to integrate faith and health in all activities and contacts, aiming to promote the understanding of the relationship between faith and health.
- Where appropriate, to pray with or for clients, or if preferred, refer them to a faith group of their choice.
- Where appropriate, to assist with a service of home communion.

Professional Management

- To attend team meetings and regular one to one meetings with Lead Parish Nurse.
- Whilst this post is under the authority of the Parish Nurse and is also a team member, to also work as a lone practitioner, ensuring adherence to the church policy and procedure for lone workers.
- To maintain accurate, systematic and timely record keeping of health interventions, ensuring safe and secure storage of documentation.
- To keep statistical information required by the church, any funders and Parish Nurse Ministries UK.
- To protect the resources of the Parish Nursing service, including any financial resources, in line with professional standards and quality of care.
- To participate in annual development reviews with Lead Parish Nurse.
- To adhere to church policies.
- To promote safeguarding of children, young people and adults at risk in all Parish Nursing activities.
- To ensure confidentiality and data protection processes are in place, and policies are adhered to at all times.
- To maintain the Parish Nurse Quality Standards, annually reviewing these with the Lead Parish Nurse.

- To take immediate and appropriate action in regard to any safeguarding, accident or incident occurring to a volunteer, client, staff member or visitor.
- To take opportunities to promote Parish Nursing in the local area.

Personal Development

- To be aware of, and act in accordance with any professional body of which you are a member.
- To work within the scope of your knowledge and personal competence at all times.
- To ensure your own spiritual care needs are met.
- To maintain up-to-date knowledge and skills and undertake education in accordance with Reading Gateway Church and Parish Nurse Ministries UK
- To attend Parish Nurse Ministries UK training courses as and if appropriate.

Your Working Conditions

Part Time: 10 hours per week (flexible hours, usually every Thursday and Friday, with some Monday afternoons and according to workload)

Location: Working across the parish of Reading Gateway Church from a base at our St Paul's site, Whitley Wood Lane, Reading RG2 8PN.

Contract: Initial one year fixed-term contract, following satisfactory completion of a probationary period of 3 months and a full review at this point. There may be an option to extend for a further two years subject to funding.

Salary: £12.31 - £14.89 per hour depending on experience

Expenses We will pay legitimate expenses

Pension: We pay a 3% pension

Holidays: 4 weeks plus bank holidays pro rata

The Equality Act 2010 Schedule 9 part 1(1-3) applies to this post. The post is restricted to practising Christians.

The above list of roles is not intended to be exhaustive and may be subject to change, which will be done in discussion between the post holder and Lead Parish Nurse.

PERSON SPECIFICATION - PARISH NURSING SUPPORT WORKER

FACTOR	ESSENTIAL	DESIRABLE
Qualification in health care	Nursing Associate, Level 3 NVQ with experience in Health and Social Care, or equivalent.	
Experience in an established healthcare establishment	Evidence required of this experience	
Completion of any parish nursing ministries UK relevant courses	Required to be completed if appropriate	
Church affiliation	A strong commitment to the Christian faith, a member and regular attendee of a church of any Christian denomination	To be willing to become part of the worshipping community at Reading Gateway Church.
Literacy / Numeracy / Computer skills	Ability to send and respond to emails, and competency in Word and Excel.	
Valid UK driving licence and insurance to cover use at work	Required	
Ability to work alone or as a team member	Required	
Reliability	Punctual and dependable, with a commitment to the role	
Safety	Understanding and adherence to Health and Safety guidelines and procedures.	
Safeguarding	The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.	
Ability to encourage and motivate	Yes	
Communication skills	Needed face to face, over telephone and by emails	
Trustworthy	Need to be totally trustworthy	
Respect	Ability to respect clients' independence and alternative views, opinions and thinking	

