## **FOLLOW ME PEER COORDINATOR**

## **JOB DESCRIPTION**

**Title:** HCC Peer Coordinator

**Job Base:** Wessex

**Hours of Work**: 37.5 hours per week

**Reports To**: Peer Project Manager

**About the Hepatitis C Trust**

The Hepatitis C Trust (HCT) is a national charity and has been operating since 2001. We provide information, advocacy, services and individual support, working with prisons and health systems across the UK to increase awareness, diagnosis, treatment and care. Established in 2000, we are a patient-led and patient-run organisation and a key part of the UK’s strategy to eliminate hepatitis C as a public health problem by 2030

**The Hepatitis C Trust is committed to equality, diversity and inclusion.**

We welcome applications from all sections of the community.

We guarantee an interview to candidates with a disability who meet the essential criteria.

We are happy to discuss flexible working for this role.



The Hepatitis C Trust (HCT) has developed interventions whereby peers use their lived experience of injecting drug use and hepatitis C (HCV). The peers provide education and training to clients and staff in drug services to increase HCV awareness. Peers also promote and deliver HCV testing, support patients along the care pathway, and liaise with local outreach clinics and hospitals to ensure continuity of high-quality care for people living with HCV.

The Wessex ODN area has been committed to reducing health inequalities, and eliminating hepatitis C across all its communities, and the Hepatitis C Trust’s Follow Me project activities have evolved to deliver services that underpin these aims. The Wessex ODN and HCT are now expanding this commitment through the introduction of the HCC (Hepatocellular Carcinoma) surveillance and early liver disease detection programme.

**Project summary**

The Follow Me Peer Support project will develop a network of peers that will reach into the community across Wessex and deliver core messages about the importance of testing, the urgency of linking with care for liver assessment and the availability of new treatments.

The project will facilitate partnership working with drug and alcohol, hostel and homeless service providers to identify people with lived experience of substance misuse, train new peers to deliver educational and awareness workshops and promote the delivery of hepatitis C testing and liver screening in community settings. Liaison and close working with local hospital and community outreach clinics will ensure that patients are supported through testing, liver assessment, hepatitis C treatment and care.

**Job Summary**

The HCC Peer Coordinator will work with HCT’s HCC Peer Support Leads and other identified partners to oversee the development of a volunteer peer program and coordinate peer activity across Wessex.

The Peer Coordinator duties will include:

* To support and deliver the Liver Cancer Surveillance Service across Wessex ODN area.
* To support people Identified with a diagnosis of liver cirrhosis to ensure they are followed up and supported into specialist care services.
* To deliver one to one buddy support for patients diagnosed and needing ongoing liver cancer surveillance.
* To work closely with the liver cancer surveillance team across the Wessex ODN area.
* To deliver education on hepatitis C & liver health to anyone deemed at risk of liver cirrhosis across all of the ODN area.
* To ensure that people with an identified diagnosis of hepatitis C & liver cirrhosis are offered referral to specialist hepatitis treatment & liver surveillance services within the Wessex ODN area.
* To develop upon existing, and create new, relationships with current providers of relevant community services across all of the ODN area.
* Coordinating the delivery of awareness workshops, liaising with local outreach clinics and treatment hospitals.
* Taking responsibility for the project management, including data collection, monitoring and reporting.
* Responsibility for all activity and data reporting are a key element of the role.

**Key Responsibilities**

**1. SERVICE & STAFF MANAGEMENT**

* 1. To support coordination & delivery of the Liver Cancer Surveillance Service across the Wessex ODN area.
  2. To deliver one to one buddy support for patients diagnosed with liver cirrhosis.
  3. To ensure that people with liver cirrhosis are offered referral and support to attend specialist liver cancer surveillance services.
  4. To develop expertise in and act as a source of specialist advice to both statutory and voluntary sector organisations working with people affected by hepatitis C & liver cirrhosis, in particular those within the substance misuse and alcohol support field.
  5. To network widely with relevant external agencies, drug & alcohol service providers and other multi-agency networks to raise awareness of hepatitis C, liver health, and the Hepatitis C Trust’s peer services, and prompt improved responses to the specific needs of people affected by hepatitis C & liver cirrhosis.
  6. Deliver education on hepatitis C & liver health to anyone deemed at risk of liver cirrhosis

1.8 To oversee and implement all administrative, recording and monitoring systems for the Follow Me Peer project ensuring they are in line with the Hepatitis C Trust’s internal policies and procedures.

1.9 Work with clinical teams to ensure that care pathways are fit for purpose and provide updates on project progress as requested.

1.9a To co-ordinate and oversee the recruitment, induction and supervision of peers, working as part of the Hepatitis C Trust’s Peer services.

**2. PEER SUPPORT**

* 1. Maintain regular contact with all peers to ensure the well-being and address any arising issues of the individual peers/buddies.
  2. Develop and maintain relations with local substance misuse and hostel providers
  3. Liaise with support providers to coordinate workshops, Talk and Test sessions and generate new bookings.
  4. Liaise with the liver cancer surveillance navigators to coordinate the attendance of people with liver cirrhosis at liver cancer surveillance scans
  5. Provide monthly progress reports and identify where additional support / training may be required
  6. Support the building of a network of peers to support both media campaigns and the work of the Policy and Parliamentary team.
  7. Maintain regular contact with individual organisational volunteer leads to ensure that all peers and buddies receive regular on-site supervision and support
  8. Work collaboratively with the Hepatitis C Trust’s staff team to ensure the successful delivery of our peer projects nationwide.

**3. ADMINISTRATION**

* 1. Provide full and comprehensive administrative and logistical support to the peer programme
  2. Ensure that all administrative work involved in organising and setting up workshops, ‘Talk and Test’ sessions and ‘Follow Me’ activities are complete
  3. Monitor and record data collected following peer delivered workshops
  4. Build external links and alliances in support of the Hepatitis C Trust’s peer programmes, specifically with services who work with people affected by substance misuse
  5. Work with the Hepatitis C Trust’s Patient Council Group and to facilitate patient input in order to ensure that the viewpoints and experiences of patients inform the Hepatitis C Trust’s policy platform.
  6. Establish and maintain contacts with key professionals within relevant statutory and voluntary sector agencies.

* 1. Attend regular team meetings.
  2. Establish and maintain good working relationships with other members of HCT’s staff team.
  3. Organise and attend external meetings as appropriate actively participating and disseminating peer 2 peer information to colleagues.

**4. INFORMATION MANAGEMENT**

4.1 Produce reports and evaluations in consultation with other Hepatitis C Trust and Hepatitis C Action’s staff members on all project work carried out and as requested.

* 1. Ensure all documentation is kept in accordance with agreed administrative systems.
  2. To participate in the maintaining of information on relevant referral agencies and contact telephone numbers.

**5. PERSONAL/PROFESSIONAL DEVELOPMENT AND TRAINING**

5.1 To attend and prepare for regular line management meetings.

5.2 To participate in annual appraisals in accordance with the Hepatitis C Trust’s policy.

5.3 To attend regular clinical supervision for peer work.

5.4 To continue to develop skills, expertise and knowledge in the management of staff and services.

5.5 To continue to develop information and communication technology (ICT) skills.

5.6 To maintain an up-to-date knowledge and awareness of developments in public policy and legislation regarding hepatitis C and related subjects by attending relevant training courses, regional and national meetings and conferences.

**6. FURTHER INFORMATION**

6.1 The post holder must at all times carry out duties and responsibilities with due regard to the Hepatitis C Trust’s equal opportunities policies and procedures.

6.2 The post holder must ensure that personal information for peers, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulations (GDPR) and the common law duty of confidentiality.

6.3 The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.

6.4 The post holder is required to familiarise themselves with and comply with the Hepatitis C Trust’s policies and procedures.

6.5 The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report as necessary any untoward accident, incident potentially hazardous environment.

6.6 The post holder will be subject to checks by the Disclosure and Barring Service (DBS).

6.7 Driving licence required.

This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to their grade that are not listed above, at the direction of their manager.

Please find the Person Specification below:

**PERSON SPECIFICATION:** HCC Peer Coordinator

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| --- | --- | --- |
| **Essential = E Desirable= D** | | **E or D** | **Application form** |
| **EDUCATION/**  QUALIFICATIONS | NVQ 3 or equivalent professional qualification in social care, IAG or other related field or comparable experience | E | A |
|  |  |  |
| **SKILLS/ABILITIES** | Excellent written and verbal communication skills including the ability to liaise effectively with senior managers in external organisations | E |  |
| Ability to provide effective leadership to a small team of peers and staff. | E | A |
|  |  |  |
| Ability to work effectively on own initiative, with minimal direct supervision | E |  |
| Excellent organisational and administrative skills | E |  |
|  |  |  |
| Ability to develop and maintain effective working relationships with external agencies at a strategic level | E | A |
| IT skills (including basic word processing)  Driving licence | E  E |  |
| EXPERIENCE | 1. years’ experience of supporting vulnerable people with a range of complex needs   Personal experience of hepatitis C, liver disease or substance misuse | E  D | A  A |
|  |  |  |
| Experience of managing or supervising volunteers | E | A |
| Experience of producing reports or evaluations for funders or key stakeholders | D |  |
| Experience of working collaboratively with external agencies or partner organisations at a strategic level | E | A |
| Experience of delivering training and group-based programmes | D | A |
| Experience of working with people with Substance misuse issues | E | A |
| KNOWLEDGE | Knowledge of liver disease, hepatitis C or substance misuse and its impact. | E | A |
| Thorough understanding of confidentiality issues. | E | A |
| Understanding of issues of diversity and the principles of equal opportunities, as they relate to both staff management and service provision. | E | A |
|  |  |  |
| Extensive knowledge of monitoring and evaluation within a service delivery context | E | A |