

Job Title	Infant Nutrition and School Health Support Worker
Band	Band 3
Responsible to	Ealing Infant Nutrition and Healthy Weight Lead
Accountable to	Ealing Early Start Locality Lead
Base	Ealing Children Centres (site/location tbc) – travel required across Ealing

Job Purpose

This is a broad summary of the role detailing key areas of operation and responsibilities – further detail will be provided in the Main Duties and Responsibilities section, below, which provides more granular detail.

The post holder will be responsible for:

- The post holder will provide a high standard of information and support to breastfeeding mothers, partners and their babies before and after the birth in a range of settings (home, children's centres and clinics etc.)
- The post holder, following appropriate training will work with minimal supervision and use their initiative to undertake a range of tasks involving promoting and supporting infant feeding, including breastfeeding, introduction of solids and maintenance of a balance diet in early childhood.
- The post holder will visit schools to carry out height and weight checks for all reception and year six children as part of the NCMP programme and carry out administrative duties, including data inputting to ensure the smooth running of service delivery.

Key Working Relationships

Internal

- Ealing Infant Feeding Team
- Ealing Early Start 0-19 (skill mix team)
- Ealing Childrens Centres (staff and volunteers)

Main Duties and Responsibilities

Infant Nutrition

- a) Ensure timely contact with breastfeeding mothers in order to offer breastfeeding information and support
- b) Ensure mothers are provided with contact details of local breastfeeding and infant feeding support groups
- c) To actively support the planning of breastfeeding support sessions and other infant and early childhood nutrition groups
- d) Work within recognised best practice standards for breastfeeding as recommended by UNICEF Baby Friendly Initiative and NICE Guidance
- e) Ensure appropriate referral for clinical support to a midwife, infant feeding coordinator, health visitor or GP.
- f) Meet with the Infant Nutrition Coordinator on a regular basis for supervision, every 6 weeks, and to report progress and agree personal development activities
- g) Deal in a courteous and sensitive manner with women, relatives and others with who they come into contact with
- h) Communicate effectively with women and others taking into account clinical conditions and differing levels of ability
- i) Maintain confidentiality at all times
- j) Establish working relationships with all groups of staff ensuring maintenance of good communication
- k) Ensure accurate completion of records and entering of data onto required systems

- l) To support the Infant Nutrition Team in other activities that may benefit our clients (e.g. community events and public meetings)
- m) To attend training and update sessions in order to: ensure continued learning about breastfeeding and infant feeding, introducing solid food, ensure best practice for delivering effective infant nutrition care, and delivery of public health programs

Delivery of School Screening Programmes

- a) To undertake training and development to be able to carry out various screening programmes in school for primary school age children.
- b) To undertake screening for all reception and year six children in school. This involves contacting schools prior to sessions to arrange dates and sending out the necessary information to schools.
- c) To be responsible for the inputting of all screening outcomes data on clinical systems
- d) Liaise with health professionals to develop effective mechanisms in managing team planning.
- e) To support the smooth organisation of school based programmes when the need arises.
- f) To support the Public Health Agenda. This may include offering support for health campaigns, including preparing paperwork for health promotion sessions.
- g) To work alongside and support the team to help implement new systems and procedures within the service.
- h) To work in co-operation with all staff within the Trust to encourage teamwork to support and help each other to maintain a smooth running, professional service to the public and staff.

Professional Standards

- a) To work within the policies, procedures and guidelines of Central London Community Healthcare
- b) To actively participate in the Central London Community Healthcare individual development review by identifying key performance objectives and continuing education needs
- c) To follow and implement Trust, departmental and professional policies, procedures, guidelines and standards within own work area
- d) To be responsible for maintaining detailed and accurate records and appropriate safe keeping, ensuring confidentiality in line with department standards, Trust policies and legal standards
- e) To be responsible for documenting client activity data, health promotion, training and education data in accordance with departmental and trust standards
- f) To be responsible for effective time management, meeting deadlines and responding to fluctuating workloads and organising, planning and prioritising clinical and non-clinical workload
- g) To participate in meetings as requested by line manager

Main duties and responsibilities

Education

- a) To attend and participate in practice supervision programs
- b) To provide infant feeding support and information to all mothers and their families

Main duties and responsibilities

Environment and Effort

- a) To demonstrate compassion, empathy and sensitivity to clients who may have emotional and physical conditions and social concerns requiring moderate emotional effort on a regular basis
- b) To perform tasks which require the use and transportation of equipment, training materials which require moderate mental and physical effort
- c) Might be exposed to lone working conditions in a variety of settings

- d) To travel to community settings using the most appropriate form of transport, e.g. walking, cycling, public transport, which may require moderate physical effort on a daily basis
- e) To be able respond to inconsistent work patterns, manage time effectively, and re-prioritise as required using moderate mental effort on a daily basis
- f) May be exposed to adverse or extreme weather conditions on a regular basis
- g) May be exposed to verbal and physical aggression from community members, clients or carers and will need to demonstrate negotiation skills in the management of conflict
- h) To comply with Trust Moving and Handling, Lone Working, Health and Safety and Risk Assessment Policies at all times

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.

Person Specification

Job Title: Infant Nutrition and School Health Support Worker

Factors	Criteria	Assessment Method
Education/Qualification		
Essential	<ul style="list-style-type: none"> Evidence of health related qualification or NVQ study to level 3 or equivalent qualifications 	AF/IV/C
Experience		
Essential	<ul style="list-style-type: none"> Experience of working effectively within a team environment Experience in working with minimal supervision Experience in developing and maintaining IT based data collection and reporting systems Experience of working with children. 	AF/IV
Desirable	<ul style="list-style-type: none"> Experience of working as a Breastfeeding Supporter or/and working in schools Previous NHS or public sector environment experience 	AF/IV
Skills & Knowledge		
Essential	<ul style="list-style-type: none"> Ability to work collaboratively with health professionals to improve infant feeding outcome for women and their babies IT skills (MS Word, excel, power point, Access and publisher, MS Outlook and internet) Ability to communicate effectively with a wide and diverse range of people Ability to complete documentation accurately and legibly Ability to recognise own limitations and when to refer to others Understanding the need for confidentiality Understanding to need for Equal Opportunities Good numeracy skills Knowledge of Infant Nutrition and breastfeeding 	AF/IV/T
Desirable	<ul style="list-style-type: none"> Knowledge of school aged screening Awareness of the support needs of pregnant women and new mothers in relation to infant feeding choices Commitment to working with communities to address health inequalities and improve health Understanding of the evidence for breastfeeding peer support and the importance of breastfeeding on mothers and babies health 	See below
Key Attributes		
Essential	<ul style="list-style-type: none"> Able to self-motivate Ability to be flexible, adaptable and reliable Ability to work under pressure Ability to work as part of a team Ability and willingness to extend knowledge and learn new skills Able to carry out the duties of the post with or without adaptations Able to carry out moderate physical effort throughout the day 	AF/IV
Assessment will take place with reference to the following AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate		