



Job Description

JOB TITLE: Prevention & Training Worker	REPORTS TO: Leeds Hub Service Manager
ACCOUNTABLE TO: Director of Clinical Services	DIRECTORATE: Clinical Services

JOB PURPOSE:

This post will network with professionals, agencies and community groups in Leeds, to provide education and training promoting awareness of gambling related harms. The postholder will deliver training to help people identify problem gambling and to deliver brief advice/interventions. They will ensure pathways into the Leeds hub is seamless and widely understood.

ACCOUNTABILITY:

Responsible for high quality delivery against the agreed objectives and performance targets

RESPONSIBILITIES:

TRAINING & DEVELOPMENT

1. Design and deliver training packages for the relevant workforce, such as healthcare services, social work teams, housing services, money advice teams, local charities and community groups
2. Maximise awareness raising opportunities throughout Leeds
3. Work with the Head of Marketing and Communications, to ensure appropriate literature is produced for Leeds
4. Take ownership to continuously update knowledge of problem gambling, social impact, and public health, economic context of gambling, research, education and treatment initiatives.
5. Keep up to date with relevant social responsibility and player protection developments within the Gambling Industry
6. Maintain training records to comply with GamCare policies and procedures
7. Produce Training reports & project plans
8. Assist with promotion, public relations, marketing and training initiatives as directed

General

- Keep accurate records and the necessary data for reporting and evaluation purposes.
- To undertake training as required by the organisation.

- To participate in supervision as required by the organisation.
- To participate in Multi-Disciplinary Team Meetings
- Take responsibility for personal development and participate in PDR/appraisal process.
- To attend meetings as required by the organisation.
- To work within GamCare policies and procedures
- To undertake such other duties as required by the organisation.
- To notify the manager of any untoward occurrences which may affect the service, both at a professional and administrative level.
- To provide written records and reports as required by the organisation.
- To be flexible with regard to working patterns to meet the requirements of the service by working weekend and evenings.
- To be willing to travel to locations as required
- To understand and work with the values, aims and objectives of GamCare

To Be Noted

This is not an exhaustive list of duties and responsibilities; the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with Service Manager

- This job description will be reviewed regularly in the light of changing service requirements. Any changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information, clinical governance and research governance

Person Specification: Prevention and Training Worker

Knowledge, Skills, Experience

Essential

Qualifications

- Certificate or equivalent (PTLLS) in Learning & Development / Training Design & Delivery

Experience

- Minimum 12 months experience training design, delivery, facilitation
- Experience working in health, social care or addiction recovery services

Knowledge

- Knowledge of gambling and its related issues.
- Knowledge and understanding of the functional model of Gambling.

- Knowledge and understanding of the Recovery Agenda.
- Experience of liaison with voluntary and statutory agencies.
- Experience of working with health professionals.
- Understanding and commitment to the principles of confidentiality.
- Experience of engaging effectively.
- Knowledge and commitment to equal opportunities and anti-discriminatory practice
- Ability to learn, adapt training to different audiences, stakeholder groups
- Good IT skills with a working knowledge of Microsoft Office.

Skills and Abilities

- Self-starter can work on own initiative and part of a team
- Ability to work responsibly and flexibly in a variety of service delivery settings.
- Ability to write reports and fulfil data requirements.
- Ability and confidence to present and promote the service to GPs, primary and secondary care workers and other outside agencies.
- An understanding of cognitive behavioural interventions
- Ability and willingness to work with the Model of Change framework.
- Ability to work within the Confidentiality Policy and Sharing Information Protocols.
- Ability to maintain clear and consistent boundaries.
- Ability to communicate clearly and appropriately, in writing, face to face, on line or on the telephone, with people from a wide range of social and cultural backgrounds.
- Ability to work positively within a team.
- Ability to work independently, prioritise, plan and manage own workload.
- Ability to undertake training and maximise learning.
- Ability to use supervision constructively.
- Ability to provide a flexible and adaptable approach to ensure services are accessible and responsive.
- Coaching skills, ability to motivate and inspire others
- Commitment to confidentiality, ethical and professional boundaries