

Job Title Job Description and Personal Specification

Job title:	Health Facilitator (sessional worker)
Place of work:	Different locations across East London – this is not a work from home vacancy
Hours of work:	Sessional – not guaranteed hours (shifts include daytime, evenings and weekends)
Salary/Grade:	£10.85 per hour
Reports to:	Project Officer
Level of screening:	Enhanced DBS

Who we are

[Community Links](#) is a hub tackling health and social inequality in East London and beyond. We work alongside the community helping people of all ages reach their full potential. We take our local knowledge of what works to influence national decision making. We are proud to be part of Catch22.

Our Mission is to work towards a world where your potential is not limited by your health or social circumstances.

Our Vision is to believe that everyone can thrive if they have 3 basic things: good people around them, a good place to live and a purpose in life. We call these our 3Ps.

In [Health](#) we have been commissioned by [NHS England](#) and different [Cancer Alliances](#) to deliver national cancer screening and early detection programmes in the community along with different screening take-up [breast](#), [bowel](#) and [cervical](#) screening calling projects across London.

Community Links are proud to be part of the [Catch22 Group](#)

Where you fit in

Community Links is running a variety of programmes across London to increase the take up of the adult screening programmes. We are looking for **bilingual women** to act as Health Facilitators. You will support the London hubs to recover after COVID by contacting the patients who are about to receive their first invitation for bowel screening and those who have been invited for cervical and breast screening but have failed to book an appointment, you will also deliver presentations and outreach members of the community to increase their knowledge on the signs and symptoms of different cancers. The aim of our programmes is to increase participation in screening and eliminating health inequalities.

Main Duties & Accountabilities

Early diagnosis calling programme: To contact patients invited for breast, bowel and cervical screening from different boroughs across London, via telephone interviews, to support the scheduling of their appointments, find out about the reasons behind “not attending” or ‘not participating’ and to encourage them to make another appointment. The telephoning will take place from our main office at E16 4HQ. An Excel monitoring form should be filled in that gives information on the calls and the responses.

Population Cancer Awareness programme: To outreach men and women in the boroughs of Tower Hamlets, Newham and Waltham Forest, Redbridge, Havering and Barking and Dagenham about the signs and symptoms of breast, bowel and cervical cancer by:

- Giving short health presentations in community classrooms/activities in person or through MS Teams, if necessary
- Staffing health outreach booths at community locations or events
- Approaching men and women at social spaces and discuss cancer information
- Completing a tracking form after every session
- To contact potential outreach locations to arrange for outreach visits

Owing to the nature of this work, we can only accept applications from women. This is a genuine occupational requirement, as covered by the Equality Act 2010.

All offers of employment are subject to satisfactory references and an enhanced DBS check, which is a standard Community Links policy applicable to this post. **Evidence of right to work in the UK will be checked upon appointment.**

Salaries are paid directly into employees' bank accounts at monthly intervals, payment being made on the 23rd of each month.

What does good look like for this role?

Equal Opportunities, Diversity and Inclusion

Community Links is totally committed to equality of opportunity and supporting diversity and inclusion in both services to the community and in the employment of people. Community Links expects all employees to understand and promote its policies in their work.

Flexibility

This job description is intended to provide a broad outline of the main duties and responsibilities. The post holder will need to be flexible in developing the role in conjunction with their line manager.

At Catch22 we value equality, diversity and inclusion. We are wholeheartedly committed to the principle of equality of opportunity, both as an employer and as a provider of services. Diversity and Inclusion is part of what we do every day, working to deliver our vision to build a strong society where everyone has good people around them, a purpose, and a good place to live.

Essential information required:

Please make sure that you indicate your availability in the following document and attach it to your application. We will reject any application that doesn't include this document. You should also state the languages that you speak



Availability
document.docx

Job Title: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> Educated up to A-Level 	Degree	
KNOWLEDGE	<ul style="list-style-type: none"> Bilingual: English with any of the following languages: Albanian, Bulgarian, Farsi, Gujarati, Italian, Korean, Lithuanian, Polish, Romanian, Russian or Tamil. Knowledge of GDPR/Data protection/Confidentiality 	<ul style="list-style-type: none"> Knowledge of health services in London Knowledge of the different screening programmes 	Interview
EXPERIENCE	<ul style="list-style-type: none"> Telephone interviews / calls Experience of office administrative duties 		Interview/Assessment
SKILLS & ABILITIES	<ul style="list-style-type: none"> IT literate: good knowledge of Excel and MS Teams Typing Skills Ability to communicate effectively Presentation skills Excellent telephone manner Ability to work with minimal supervision Effective member of small team Flexible and hard working Outgoing and approachable 		Interview/Assessment
OTHER	<ul style="list-style-type: none"> Able to undertake an enhanced criminal record check (DBS) Able to act in a confidential manner handling sensitive information Able to sign a confidentiality agreement Identify with and work to take forward Community Links mission and values Awareness of and commitment to Equality & Diversity Willing to travel and work flexibly Desire to develop and undertake training as required 		Interview