THE ARCHDIOCESE of BIRMINGHAM

JOB DESCRIPTION

ASSISTANT CLERGY SOCIAL WELFARE ADVISOR

Job title:	Part-time Assistant Clergy Social Welfare Advisor
Employer:	Birmingham Diocesan Trust
Based:	Diocesan Offices, with regular travel as required across the Archdiocese/Hybrid remote working
Responsible to:	Vicar General
Accountable to:	Care of the Clergy Sub-committee
Reporting to:	Lead Clergy Social Welfare Advisor
Contract tenure:	Permanent/Part-time (21 hours per week)
Salary:	£25,000 - £30,000 (fte) p.a. dependant upon experience

Job summary

To collaborate with the Clergy Social Welfare Advisor in delivering a comprehensive and effective welfare support service for clergy of the Diocese; providing pastoral assistance to support the well-being of clergy members who are sick or are living in retirement.

Main duties & responsibilities

1. To assist the Clergy Social Welfare Advisor to provide care and support for the sick and retired priests of the Diocese.
2. To develop excellent working relationships with all relevant priests within their area.
3. To visit the sick and retired priests in their own living environment to assess their care requirements and support them through any changes.
4. To maintain regular contact through telephone, text or email to monitor their care requirements.
5. To assess, plan, evaluate and deliver high-quality care and understanding in meeting with the diverse and individual needs of sick priests and those living in retirements and fulfil their individual psychosocial, physical, and spiritual needs.
6. Report to the Clergy Social Welfare Advisor any observations or requirements following visits or contact with sick or retired priests.
7. Maintain accurate and GDPR compliant records.
8. Assist priests in completing applications for grants/benefits, NHS continuous health care, personal alarms blue badge, attendance allowance and stair lifts etc.
9. To assist with Clergy Social Welfare Advisor with the Pre-Planning Retirement Program.
10. To develop and maintain positive working relations with service providers and act as a key liaison person between the priests, hospitals and community providers as required.

11. To liaise with priest's family members, ensuring they understand the role of the Diocese in supporting clergy.
12. Communicate with the appropriate identified care agencies regarding priests' clinical needs, financial support, and ongoing assessments.
13. To liaise, alongside the Clergy Social Welfare Advisor with internal departments such as Property Team, and Finance to ensure all cross-over matters are handled correctly.
14. Work alongside Diocesan Safeguarding team, report concerns when they arise.
15. With the Vicar General, and Clergy Social Welfare Advisor represent the sick and retired priests at Care of Clergy Sub-Committee meetings.
16. To proactively communicate health education and wellbeing advice to the clergy.

General Responsibilities

17. Keep abreast of developments in community care packages in the NHS to ensure that policies and guidance are developed and up to date.
18. To assist the Clergy Social Welfare Advisor to review the CQC reports of homes within the Diocese to ensure providers of care are chosen according to levels of good and outstanding care.
19. To proactively take responsibility for continuing professional development, routinely undertaking any clinical supervision according to Nursing and Midwifery Council (NMC) requirements.
20. To undertake any new competencies that may be required for the role.
21. To use appraisal constructively for personal and professional development.

Professional Registration

22. To ensure membership of the NMC is maintained through employment in this role.

Person Specification

	Essential	Desirable
Qualifications	• Registered health professional, with current PIN.	• Understanding of the role of social services.
Experience & Knowledge	• Ability to assess health needs and ensure care needs are met. • Understand safeguarding and the protection of vulnerable adults.	• Experience of working with elderly people. • Worked in people's own home.

	• Working knowledge of IT systems including word and excel. • Able to manage email correspondence and electronic record keeping. • Understand data protection regulations etc.	
Skills & Personal Attributes	• Able to work on own initiative, organising and prioritising own workload. • Ability to maintain confidentiality and trust. Empathic and compassionate, and able to demonstrate an understanding of meeting other people's needs. • Ability to communicate empathetically with individuals of senior years. • Ability to handle difficult conversations and to convert complex health information into layman's terms. • Full UK driving licence and access to own transport.	• Previously worked independently either in primary or secondary care. • Previous experience of dealing with families and carers. • Happy to drive long distances.

Code of Conduct

Conduct yourself in a manner that reflects the values of the Catholic Church, demonstrating high levels of personal integrity and professionalism. Adhere to the Diocesan Code of Conduct at all times.

Data Protection

Handle personal data safely in line with Diocesan data protection policies. Report any data breaches, subject access requests or concerns immediately to your line manager or the Data Compliance Manager.

Health and Safety

Adhere to all Diocesan Health & Safety policies and procedures, to ensure a safe working environment.

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Safeguarding

Comply with Diocesan Safeguarding procedures and uphold a commitment to a safe and welcoming environment for all.