**Job Description**

|  |  |
| --- | --- |
| **Post/Job Title** | Maternity Navigator |
| **Service** | Starting Well |
| **Reporting to** | Project Co-ordinator |
| **Based** | WEST BROMWICH AFRICAN CARIBBEAN RESOURCE CENTRE THOMAS STREET WEST BROMWICH B70 6LY |
| **Salary** | £10.40 per hour |
| **Hours** | 15 hours per week worked flexibly each week, including the requirement for out of hours working |
| **Contract** | Fixed Term Contract until March 2023 |

**Job Summary**

The role is to provide outreach support to encourage women to achieve a healthy pregnancy and to improve health outcomes for children from preconception to two and a half years old within Black, Asian and Minority Ethnic (BAME) groups by: -

* Improving expectant mothers’ mental health and wellbeing;
* Increasing the number of healthy pregnancies;
* Reducing expectant mothers’ smoking;
* Reducing the number of babies born with low birthweight;
* Increasing breastfeeding of babies;
* Increasing the uptake of immunisation, and
* Improving speech and language development

Murray Hall Community Trust is the lead body and West Bromwich African Caribbean Resource Centre are core and delivery partners to the Starting Well project. The postholder will be required to working within the framework of Murray Hall’s policies and procedures and will have additional support from West Bromwich African Caribbean Resource Centre.

The post holder will work as part of a team with of other delivery partners who have maternity Navigators

**KEY RESPONSIBILITIES**

* To monitor the progress of each expectant parent and their baby inputting data onto the Parent and Baby Outcome Star to provide a seamless handover to Children Centre and the Family Outcome Star.
* Use WEMWBS pre and post measure scale with parents to measure our impact.
* To actively engage with parents and their children to ensure that all the children have access to a Wellcomm screening.
* Reduce digital exclusion by supporting parents’ access to on-line appointments.
* To provide a safe and supportive contact point for women to enable discussion on how they feel on discovering pregnancy.
* Offering emotional and practical support to women and their families on issues surrounding pregnancy either in clinics, community venues or in their homes.
* To support women with lifestyle and behavioral change in order to improve their own health during pregnancy.
* Responsibility for the delivery of health promotion sessions in relation to giving up smoking, nutrition, exercise and other relevant topics.
* Promote early pregnancy booking through information sharing, support, assistance and reminders of first and subsequent midwife and ante-natal appointments.
* To provide practical support to ensure attendance at ante-natal clinics; accompanying women where necessary.
* To work with local Pharmacists to promote free pregnancy testing services.
* To develop relationships with key partners, including Children’s Centre’s, Community Midwives, Health Visitors and other relevant statutory, voluntary and community organisations in order to offer a supported sign-posting service.
* To provide a range of advice and guidance around the services available to women in relation to their pregnancy, for example, benefits entitlement, family support services and Children’s Centre services.
* To promote breastfeeding, ensuring appropriate links are made with breastfeeding support services.
* To maintain accurate records/communications in line with agreed protocols, policies and procedures of the organisation.
* To undertake training associated with the role.
* To undertake other duties commensurate with the grading of the post.
* The post holder is responsible for managing their own caseload, including their own time and resources, in conjunction with their Line Manager.
* The post holder will provide regular updates on work and progress to their Line Manager.
* Where the post holder has concerns about an individual, whose needs cannot be met by a Maternity Navigator, they must report this to their Line Manager and sign-post the participant to alternative services, as appropriate.

**General Duties**

* To develop and deliver effective performance monitoring reports and key performance indicators across all the relevant areas of responsibility.
* To work flexibly and tailor the type and amount of support to each parent dependant on their individual needs.
* To work flexibly recognising the unique nature of the role, being both part of a team but also then embedded in the partners organisation with all departments, imparting expertise when required.
* To be organised and responsive recognising that although the role is largely to provide support there is also significant need to manage time carefully.
* To work in accordance with all policies and procedures as set by their employing organisation.
* To work within the Code of Ethics and confidentiality of Murray Hall Community Trust and Data Protection policy.
* To work flexibly with all departments, imparting expertise where required.
* To work in accordance with all policies and procedure as set by Murray Hall Community Trust.
* To work within the Code of Ethics and confidentiality policy of Murray Hall Community Trust and Data Protection issues.
* Undertake any other duties deemed reasonable in line with the growth and development of the organisation.

**Team Development**

It is mandatory that everyone will contribute to the development of a flexible and multi-disciplinary team, which will work collaboratively in the genuine spirit of co-operation and partnership in order to meet agreed goals.

All members of the team will be committed to the development of a customer friendly environment, providing high quality, practical support for service users.

Each member of the team will be responsible for actively participating in the appraisal process and fully contributing to the formulation and implementation of personal and organisational development plans.

West Bromwich African |Caribbean Resource Centre (WBACRC) is committed to staff development and support. Any training needs identified by appraisal process will be prioritised.

**Confidentiality**

Information held within the programme is confidential and all individuals within the team are expected to act accordingly. Staffs are required to work towards locally agreed policies and procedures.

**Equal Opportunities**

WBACRC is striving towards being an equal opportunities employer that values diversity. In working towards this aim no employee or job applicant will receive less favourable treatment on the grounds of their gender, age, disability, race, colour, sexual orientation, domestic circumstances, social and employment status, gender reassignment or political affiliation or trade union membership, or disadvantaged by conditions or requirements which cannot be shown to be justifiable.

WBACRC is committed to ensure all employees have fair and non-discriminatory systems for recruiting or accessing training to enhance the development or promotion of staff.

**Health, Safety & Environment (HSE)**

Everyone should familiarise themselves and be fully compliant with statutory and local HSE legislation, policies and procedures to ensure a healthy and safe working environment. Everyone should co-operate in HSE issues, making sure that any unsafe condition and/or practice is immediately rectified or highlighted with the appropriate person.

**Values**

 WBACRC aims to make a positive impact with the challenges of inequality, to promote and support people in their health and wellbeing from early years to end of life. Therefore, all staff are expected to support the organisation’s principles which are based on the following values:

|  |  |
| --- | --- |
| Community DevelopmentEqualityDiversity Empowerment | CompassionTeamworkRespectIntegrity |

**Person Specification: Job Title**

**Criteria: E** = Essential  **D** = Desirable

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Education/Qualifications** | **Identified by** |
| **E** | Good standard general education and qualification GCSE Grade C or equivalent. | Appropriate qualification on application form and certification and interview.  |
| **E** | IT literate in MS Word, Excel and the use of databases. |
|  |  |
| **Criteria** | **Experience** | **Identified by** |
|  **E** | Experience of working directly with services users or other vulnerable groups.  | Past employment activity record and interview questions |
| **E** | Experience of working in the community |
| **D** | Experience of Early Years |
|  |  |
| **Criteria** | **Knowledge & Skills** | **Identified by** |
| **E** | Ability to work as part of a team and independently, using own initiative. | Past employment activity record and interview questions |
| **E** | Ability to plan own workload. |
| **D** | Knowledge of Maternity and Health Services |
| **D** | Knowledge of Community Support Services |
|  |  |
|  |  |
| **Criteria** | **Communication** | **Identified by** |
| **E** | Experience of delivering effective communication to a wide range of audiences using a variety of methods e.g., email, telephone, in person. | Past employment activity record and interview questions |
| **E** | Experience of building positive relationships with both internal and external stakeholders. |
| **E** | Ability to produce accurate and timely written material e.g., case studies. |
| **E** | Ability to motivate and influence through communications. |
| **D** | Ability to speak different languages |  |
| **Criteria** | **General Attributes** | **Identified by** |
| **E** | Cross-cultural sensitivity to, and understanding of, the needs of Murray Hall’s client group. | Past employment activity record and interview questions |
| **E** | Proven ability to work effectively under pressure. |
| **E** | Ability to work flexible hours including evenings and weekends. |
| **E** | Ability to drive and provide own suitable transport. |