



## Diabetes Education Co-ordinator

### Job Description & Person Specification

<b>Job title:</b>	Diabetes Education Co-ordinator
<b>Reports to:</b>	Projects Manager, LD:NorthEast
<b>Accountable to:</b>	Chief Executive, LD:NorthEast
<b>Hours:</b>	Part-time (18 hours)
<b>Salary:</b>	£20,000 - £22,500 pro-rata per annum, depending on experience
<b>Based:</b>	LD:NorthEast offices in Wallsend with regular travel across North Tyneside

#### **Overall purpose of the job:**

To provide the people of North Tyneside who have a learning disability and Type 2 diabetes, the option to attend a suitable community-based structured education service. The Health & Wellbeing Project will design and deliver a community based structured education programme that will take place weekly over a minimum of seven weeks, and will work with at least 50 people each year.

The main objectives of the programme are to improve patient's understanding of how to self-manage type 2 diabetes, the importance of the nine care processes and the need to attend relevant screening appointments. As part of the programme patients will be supported to set goals and develop their own action plan, and parents/carers will also be encouraged to take part to improve their understanding of how to support someone with type 2 diabetes.

The Diabetes Education Co-ordinator will work as part of the Health & Wellbeing Project team and will act as the central hub for organising the programme, taking referrals and co-ordinating patients. They will be responsible for maintaining contact with patients throughout the programme, making sure they have access to all of the relevant information and organising all of the weekly sessions. They will also be responsible for signposting patients to other local services and VCS organisations to support long term lifestyle changes that will improve physical and mental health.

**Key responsibilities:**

- Co-ordinate all referrals for the programme
- Make initial contact with the patient and maintain that contact throughout the programme.
- Engage with parents/carers and encourage them to take part in the programme alongside the person they support.
- Organise and deliver the weekly sessions with support from the Health & Wellbeing Co-ordinator.
- Ensure that patients are provided with all of the relevant information to accompany the programme in easy read format.
- To support patients to develop a self-management action plan with specific goals, and to provide their GP with a copy to be reviewed.
- Work within the scope of all LD:NorthEast policies and procedures.
- Maintain confidentiality at all times, in line with procedures.
- To raise any concerns appropriately and be supported to follow safeguarding procedures when necessary.
- Attend all relevant team meetings and organisational events.
- Take responsibility for personal development and attend all training and supervision sessions.
- Any other reasonable duties.

**Person specification (essential unless stated otherwise):**

- Experience of supporting people with a learning disability and their families / carers in a related role.
- Experience of working directly in a community development context – health and social care, learning support or public health.
- Excellent communication and listening skills.
- Able to communicate effectively, both verbally and in writing, with a wide range of people and stakeholders.
- Experience of delivering community based education programmes (*desirable*).
- Experience of collaborative working and building effective working relationships with a diverse range of people / organisations (*desirable*).
- Experience of producing easy read materials (*desirable*).
- Able to work independently and within a team.
- Able to manage own workload, make appropriate decisions and meet deadlines.
- Good IT skills, including experience of data collection, providing monitoring information and using Microsoft Office suite.
- Commitment to person-centred support and equal opportunities.
- Full driving licence. Access to own vehicle and willing to use own vehicle for business travel (mileage expenses will be reimbursed)

**This post is subject to a Disclosure and Barring Service check. Any offer of employment will be dependent on suitability determined by the DBS check.**