Assistant Practitioner – Disability, Health, & Wellbeing

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| Job title: | Assistant Practitioner – Disability, Health & Wellbeing |
| Department: | People Services Team (PST) |
| Location: | Remote/home based with some travel and possible overnight stays to Vita Health Group centres as required. |
| Hours: | 22.5 hours per week to be worked Tuesday 8am - 2pm, Wednesday 9:30am - 3:30pm, Thursday 11:30am - 6pm, Friday 8am - 2pm (30 minutes lunch each day) |
| Reporting to: | Head of People Services Team (PST) |
| Direct reports: | None |
| Accountable to: | Head of People’s Services |
| Responsible to: | Head of People’s Services |
| Job purpose: | Responsible for ordering all requirements under the Reasonable Adjustment process. Documenting the reasonable adjustment using a process set by the Head of service. Working very closely with the operational team. The role also reports into the senior leadership team on issues relating to risk. |
| Role and Responsibilities: | * Ensure all requests for equipment under the reasonable adjustment process are actioned in a timely manner. * Keep the user and manager informed of progress. * Ensure all items purchased can be attributed to a specific case/service. * Provide Finance with relevant information so they can account for any spend. * Keep accurate records. * Build and maintain excellent relations with suppliers. * Understand how the Access to Work scheme works and ensure all procurement is done within their timescales. * Maintain confidentiality and sensitivity to all issues. * Assist other members of the People Services Team as and when requested, particularly when there is a lull in reasonable adjustment requests. * Carry out all administration relating to reasonable adjustments. * Carry out engagement with the wider organisation to facilitate a broad understanding on inclusion and reasonable adjustments. * Support colleagues with health and wellbeing and ensure those with disabilities considered and included in all circumstances * Any other reasonable request in line with the needs of the People Services Team.   **Equality Diversity & Inclusion (EDI)**   * We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders. * Be aware of the impact of your behaviour on others. * Ensure that others are treated with fairness, dignity and respect. * Maintain and develop your knowledge about what EDI is and why it is important. * Be prepared to challenge bias, discrimination and prejudice if possible to do so, and raise with your manager and EDI team. * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice. * Be prepared to speak up for others if you witness bias, discrimination or prejudice. |
| Clinical Governance: | N/A |
| Training and supervision: | Ongoing |
| Additional information: | Why Vita Health Group? Our company purpose is “to make people better” which is inclusive of everyone we treat. In order to achieve this, we strongly believe in our company values:   * + Leadership   + Customer Focussed   + People Centred   + Quality   + Integrity   Our values provide the building blocks for us to achieve the Vita Health Group vision to be the UKs Leading Healthcare Provider of best in class Physical and Mental Health Solutions.  We are proud to be an inclusive, equal opportunities employer and value excellence in everything we do. We have a strong focus on supporting and developing our employees and are keen to bring on board candidates that share our vision to be a workplace of choice.  We continually look at attracting the very best people from the widest talent pool. As a Disability Confident Committed Employer, we are dedicated to ensuring that all candidates are treated fairly throughout the recruitment process.    Should you wish to discuss any adjustment that you might need in the applications process, you can do so by visiting our website and clicking on “contact us” button located at the top right of the page. Please dial the number for our head office in Bury St Edmunds and ask to speak to a member of our recruitment team who will be happy to discuss your requirements. Benefit Package The role offers a comprehensive benefits package including but not limited to:   * + Enhanced annual leave   + Continued Professional Development opportunities and comprehensive training provided   + Company pension scheme   + Life Assurance insurance   + Online benefits portal, including high street discounts and a wellbeing zone   + Enhanced maternity, paternity and adoption leave   + Benenden health cover   + Length of service awards   + Ability to work from home when required and where possible (min 5mb download speed required)   + Retirement training   + Cycle to work scheme   + Employee referral cash incentive (Subject to Tax and NI)   + Employee Assistance Program |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSE English & Maths (or equivalent) | * EDI Qualification |
| **Experience** | * Experience navigating the reasonable adjustment process (such as access to work) or similar disability related services * The ability to use MS Office applications effectively specifically Word, Outlook and Excel (intermediate level) * Proven ability to work under pressure and to deadlines * Experience of engagement and health and wellbeing initiatives | * Purchasing/Procurement and or supplier management experience desirable * Experience working with a healthcare workforce desirable * Experience working in a health and wellbeing, disability support or equivalent role desirable |
| **Skills/knowledge** | * Evidencable awareness of and commitment to supporting and facilitating diversity and inclusion * Excellent time management skills * Interpersonal skills to engage and develop working alliances with colleagues and suppliers * An understanding of reasonable adjustments and disability inclusion * Ability to multitask and prioritise workload effectively | * NA |
| **Specialist training** | * N/A | * EDI or Human rights training * Human resources |
| **Personal competencies and qualities** | * A values based approach * Evidence of values that are consistent with Vita Health Group * Self-motivated, detail-orientated, and highly organised * Ability to adapt to change with a high level of resilience | * An awareness of intersectionality * Health inequalities awareness |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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