**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title: Casual Stop Smoking Advisor** | **Grade**: TBC |
| **Section: Public Health – Stop Smoking Service** | **Directorate:** **Adults Social Care & Public Health** |
| **Responsible to following manager:**  **Benjamin Humphrey** | **Responsible for following staff:**  N/A |
| **Post Number/s:** | **Last review date: 11/09/2024** |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

As a Casual Stop Smoking Advisor, you will deliver tailored, structured, evidence-based clinical support services to smokers who wish to quit or reduce harm through harm reduction strategies with the aim of quitting for good. You will work in compliance with the Local Stop Smoking Services and support guidance, the [National Centre for Smoking Cessation and Training standards](https://www.ncsct.co.uk/publication_stop-smoking-services-needs-analysis-a-toolkit-for-commissioners.php), [The National Institute for Health and Care Excellence (NICE) guideline (NG209)](https://www.nice.org.uk/guidance/ng209) and maintain the highest standards of care and professionalism. Hours will vary based on service demand and your availability

**Specific Duties and Responsibilities**

- Deliver smoking cessation support in various settings, including 1-on-1 sessions, GP surgeries, group settings, telephone support, National campaigns and mobile outreach clinics.  
- Recommend Nicotine Replacement Therapy (NRT) and give out vouchers to clients based on your professional judgment.  
- Work autonomously while maintaining accurate records and staying up-to-date with smoking cessation developments.  
- Actively participate in events such as No Smoking Day, Stoptober promotional stands etc. to encourage new clients to access our services.  
  
**Service Operations and Performance:**  
**-** Network and collaborate to raise awareness of the Richmond and Wandsworth Stop Smoking Services.  
- Maintain meticulous and secure records of client and group sessions.  
- Identify and secure suitable community venues for service delivery.  
- Contribute to the collection and distribution of performance data.  
- Assess the needs of the target population and propose service improvements.  
  
**Service Quality and Performance:**  
**-** Suggest areas for potential service enhancements.  
- Assist in developing action plans and work plans.  
- Collect and record data related to service outcomes.  
- Promote service improvement and quality initiatives.  
- Ensure equipment, such as CO monitors, are suitable for use. Attend update and refresher training on an ad-hoc basis  
  
**Personal Responsibilities:**  
- Foster effective communication within the Richmond and Wandsworth Stop Smoking Services and Health Improvement Service.  
- Engage in annual performance reviews and regular check-ins with your line manager.  
- Contribute to the implementation of new programmes.  
-Address issues by consulting with knowledgeable sources and evaluating different alternatives to achieve the best possible outcomes.

-report any issue of concern to your line manager immediately.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Team structure**

For the current structure please go to The Loop.

*When advertising externally please add the current team structure here and remove the sentence above.*

**Person Specification**

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| --- | --- |
| **Job Title:**  Casual Stop Smoking Advisor | **Grade**: |
| **Section:**  Public Health – Stop Smoking Service | **Directorate:** Directorate of Adults Social Care & Public Health |
| **Responsible to:**  Benjamin Humphrey | **Responsible for:**  **N/A** |
| **Post Number/s:** | **Last Review Date:** |

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
|  | **Knowledge** | **Essential** | **Desirable** | **Assessed** |
|  | Knowledge of Nicotine Replacement Therapies (NRT):Familiarity with various NRT options, such as patches, gums, and lozenges, and the ability to guide individuals on their appropriate use. | **√** |  | **A/C** |
|  | Understanding of Prescription Medications: Knowledge of prescription medications used for smoking cessation, including their benefits, side effects, and suitability for different individuals. | **√** |  | **A/I/C** |
|  | **Experience** | **Essential** | **Desirable** | **Assessed** |
|  | **Healthcare Background**: Should have a record of accomplishment of supporting smokers to quit successfully. A background in healthcare, can provide a solid foundation for understanding the pharmacological and psychological aspects of smoking cessation. | **√** |  | **A/I/C** |
|  | **Skills** | **Essential** | **Desirable** | **Assessed** |
|  | **Motivational Interviewing and Communication Skills**: Effective communication and motivational interviewing skills are crucial for building rapport with clients, understanding their motivations, and providing support throughout the quitting process. | **√** |  | **A/I** |
|  | **Qualifications** | **Essential** | **Desirable** | **Assessed** |
|  | **Certification in Smoking Cessation**: Completion of a recognised smoking cessation course or certification program, demonstrating expertise in helping individuals quit smoking. | **√** |  | **A/I/C** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**