

WBC role

Wellbeing Coordinators are allocated to a primary care network (PCN) and are allocated GP surgeries from within this PCN. The role of a Wellbeing coordinators involves networking within the allocated PCN some examples of this include attending GP practice meetings, building relationships with surgery staff and building connections within the local community. Working in partnership with GP practices and other referral agencies to generate referrals into the Linking Leeds service and keep abreast of new and existing services within the local area. This includes working across multiple sites including GP surgeries, community venues and hub (based at the Reginald Centre).

Wellbeing coordinators actively work towards achieving their Key performance indications (KPI'S) and understand how their individual performance impacts on the performance and success of the contract.

On a day-day basis the role of a wellbeing coordinator involves managing a caseload of clients who range in complexity. Working with clients for up to 12 weeks depending on their needs, providing up to 12 interventions which includes completing an initial assessment, follow ups and exit assessment with clients on a regular basis. Completing administrative tasks including recording all client contact on electronic healthcare record Systmone and ensuring client records are up to date. Using effective time management skills to ensure client work and administrative tasks are completed.

Supporting clients to address complex issues which affect their overall health and wellbeing such as mental health, housing or finances. Motivating and supporting clients to set SMART goals and work towards achieving their goals by identifying areas of support/ barriers. This includes supporting clients to make referrals and spending time researching local groups and activities to provide up to date information to clients. Where there is a need includes attending community groups to support clients attend.

Working as part of the Linking Leeds team to support colleagues, sharing expertise and working together to achieve shared goals. Attending in-house team meetings including full-service briefings and area meetings, peer-support and reflective practice sessions. Building relationships and working with external services such as attending MDT meetings and representing Linking Leeds at events.

Keeping up to date with mandatory training and attending additional training on an ad-hoc basis. Improving the service by becoming involved in service groups including marketing team, equality and diversity working group and staff voice.