

Job Description

Job Title: Community Genetics Coordinator

Employer: Home-Start Pendle & Ribble Valley

Reporting to: Senior Community Genetics Coordinator

Hours of work: 30 hours p/w

Place of work: Pendle Office

Salary: NJC Scale 24 - £22,401 pro-rata

Job Summary

The post holder is responsible for supporting affected families to access genetics counselling services and for signposting families and all other stakeholders to relevant information on inherited disorders. The post holder will ensure optimum awareness is raised about the service across all communities in the five districts of East Lancashire.

Key responsibilities

Up skilling Genetic Literacy in the Community:

- Network with appropriate agencies and engage with community events.
- Undertake presentations/briefing sessions in a variety of settings including family homes
- Encourage informed conversations on inherited disorders in the community

Support families:

- Identify and engage with affected families
- Encourage affected families to access genetics counselling
- Provide a wrap around service to families accessing genetic counselling
- Support families in accessing appropriate services
- Work in a professional manner with clients, carers and relatives to establish mutual trust and understanding
- Respect the cultural and religious beliefs of families
- Work according to GDPR principles

Support the working of the service:

- To be responsible for organising own work agenda, time management and administration
- Engage with supervision processes including clinical supervision from Genetics Counsellor
- Assist in the production of reports as required
- Adhere to Home-Start policies and procedures
- To undertake designated responsibilities to safeguard and promote children's welfare

Working in Partnership:

- Identify local, regional, and national resources and support families to access
- Engage with professionals in the community including health, education, social care and the voluntary sector

The post holder is expected to work within the ethos of Home-Start and have high standards of practice. The need to respect confidentiality is paramount, as is a mature and flexible approach to the work.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

Person Specification for Community Genetics Coordinator

Categories	<i>Essential Criteria unless otherwise stated</i>
Experience	<ul style="list-style-type: none"> • Experience of working/volunteering with children and/or families • Experience of working in a multicultural setting
Knowledge	<ul style="list-style-type: none"> • Awareness of inherited genetic disorders. • Awareness of different communities and cultural practices in East Lancashire
Skills/Abilities	<ul style="list-style-type: none"> • Excellent communication and literacy skills • Ability to plan, record and evaluate • Report writing • IT skills and experience • Presentation skills • The ability to prioritise work load • Understand the need for confidentiality • Ability to work independently and as a member of a team • Willingness to engage with and contribute to the supervision process • Bi/multi lingualDesirable
Aptitudes/Attitudes	<ul style="list-style-type: none"> • To accept and respond to the varying needs of families in a non-judgemental way. • To be approachable and empathetic • To be positively motivated • A commitment to work flexible hours • Willingness to undertake training • Ability to drive, have current full driving licence and access to a car
Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in education, health, social care or community development.

For further information please contact;

Anne Edington, Senior Community Genetics Co-ordinator
Tel 01282 690536

www.communitygenetics.org.uk

www.homestartpendleandribblevalley.org.uk