

Navigator Project

Navigator Regional Supervisor (1)

employed by Medics Against Violence (SC041153)

- Base Location** The Medics against Violence office in East Glasgow
The post requires flexible working including working from home and travel to various Navigator hospital locations
- Reports To** Head of Service & the Board of Medics Against Violence
- Hours of Work** Full time, 35 hours per week across a flexible shift pattern which includes late evening/weekend working to provide supervision and support to staff. Occasional Navigator shifts will also be expected to maintain continuity of service.
- Salary and Benefits** **Salary scale:** £27,500-30K per annum, new entrants should expect to be placed at the first point of the scale.
Expenses: All reasonable business-related expenses will be reimbursed. Home to base travel **will not** be reimbursed.
Pension scheme: Employees are enrolled into a workplace pension scheme unless they choose to opt out.
Annual leave: 25 days paid holiday per year plus 10 statutory public holidays.
Training: Regular training is provided
All employees have access to a confidential counselling service
- Contract Type** Fixed term for one year from commencement of the post
The first three months will be a probationary period.
Extension is dependent on performance and funding.
- Other** Applicants will be enrolled on the PVG (Protecting Vulnerable Groups) scheme.
A full driving licence is essential for this post as there is a need to travel to provide supervision and support to the Navigator team and to meet service users.

JOB PURPOSE

- Navigator is an innovative programme run by Medics Against Violence (MAV), a healthcare charity registered in Scotland known for running successful projects including Navigator,

MAV Schools, Ask, Support, Care (ASC), Youth Navigator and Pathfinder. More information on the charity is available on our website: www.mav.scot

- The aim of the programme is to improve wellbeing, engagement life chances for those who accept support. This post is funded by a Scottish Government grant to Medics against Violence.
- We are looking for an experienced worker with a proven ability to work with vulnerable people, the capacity to form effective working relationships with a wide range of partners and agencies and experience of management and supervision in the sector.
- The post holder will work as a **Navigator Regional Supervisor**, providing supervision and support to 6-8 Navigators working across 3-4 sites in Scotland.
- The post holder will assume responsibility for the day-to-day operational management of the Navigator service across their allocated hospitals and will provide line management and supervisory support to the Navigators within those sites.
- The supervisor will ensure smooth running of the service, will maximise opportunities for Navigator development, be responsible for ensuring accurate and timely collection of data on the service and attend local planning meetings on behalf of the service.
- They will work with the Head of Service and the Board of Medics against Violence to maximise opportunities for expansion of the service to other sites and to form partnerships with organisations within the communities surrounding their hospitals
- The supervisor will be required to undertake occasional hospital shifts for the purposes of both supervision and to provide occasional cover for leave.
- On occasion, the post holder may be required to assist with other activities of Medics Against Violence or the wider Navigator project (this will be minimal).

JOB DESCRIPTION

Main duties & responsibilities

1. Assume line management responsibility for the Navigator teams including regular supervision, monitoring of leave, expenses, absence, management of rotas to ensure smooth running of the service and other related duties as required in discussion with the Head of Service and the Medics against Violence Board.
2. Form strong, professional relationships with the wider clinical team including nurses and support workers, doctors, and ambulance crews, working closely with them to identify patients who may benefit from the Navigator service.
3. Assist with the on-going development of the service model to ensure service users gain the maximum benefit from Navigator interventions.
4. Manage administrative systems and functions, ensuring service user forms, databases, contact files and emails are kept updated and secure in line with the Data Protection Act, our Confidentiality and Consent Policies and GDPR principles.
5. Work within and comply with Medics Against Violence and local NHS policies.

6. Continually develop a personal level of awareness and knowledge of the issues around all forms of violence, complex social presentations and their causal factors.
7. Actively research and network with other relevant organisations working in the local area and build strong partnerships with them, ensuring Navigator offers as diverse sign posting options as possible.
8. Actively participate in staff meetings, governance groups, case conferences, risk management meetings, session evaluations, supervision/reviews and planning sessions.
9. Participate in Navigator's development by feeding back to Line manager and governance groups on the needs of the service user group and the on-going development of the service.
10. Assist in maintaining good working relations with stakeholders, project partners and with other agencies and to represent Navigator and Medics Against Violence at external meetings and in the media as appropriate.
11. With guidance and support from the organisation, undertake continuous professional development, through attendance at courses and other educational activities relevant to the role. Fully participate in your own work supervision and appraisals.
12. To work as a member of the wider team and assist as required across all the organisation's project (this will be minimal).
13. Strictly adhere to Safeguarding policies from Medics Against Violence, NHS health boards and local authorities, reporting any identified concerns to the responsible clinical staff at hospital and a line manager.

HOW TO APPLY

To apply for this exciting job opportunity, please fill out the online application form at:

www.mav.scot/jobs

Should you have any issues or require an application form in an alternative format, please email info@mav.scot and we will be happy to help.

Closing date for applications is **Monday 5th September at 4pm.**

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Effective team member and team leader with a track record of managing high performing teams and projects to deliver positive outcomes • At least 2 years' experience of working in a relevant or related service where the development of management or supervisory skills can be clearly demonstrated. • Experience of working in multidisciplinary teams • Proven track record of working with people in community settings and ability to build positive relationships with them. • Experience of delivering 1:1 support • Experience of building and sustaining strong professional relationships • Ability to work without direct supervision 	<ul style="list-style-type: none"> • In depth knowledge of at least one of the areas for which Navigator provides support eg. substance misuse, homelessness, mental health issues, domestic abuse or violence through experience either in work or life. • Mediation experience • Support work experience across a range of settings
Knowledge	<ul style="list-style-type: none"> • Knowledge of the causes and effects of social exclusion/isolation/inequality • A good understanding of the physical, social and emotional needs of vulnerable people • A sound understanding of safeguarding issues and knowledge of best practice within the sector • A sound understanding of risk management as it applies to working with vulnerable adults • Knowledge of family effects of addiction, mental health, violence, domestic abuse and sexual violence • Sound knowledge of the available services and organisations which people could be signposted to for support • An understanding of Adverse Childhood Experiences (ACEs) 	<ul style="list-style-type: none"> •
Qualifications	<ul style="list-style-type: none"> • A relevant qualification eg SVQ 	<ul style="list-style-type: none"> • Relevant management or leadership qualification



Personal Skills and Attributes

- Well-developed communication skills
- Resilient and reflective practitioner
- Able to identify risks and take steps to mitigate against them
- Maintain effective health and wellbeing practices for self and service users
- A strong, passionate work ethic
- A strong awareness of boundaries and how to work within them
- Ability to deal with highly sensitive and, possibly, distressing information in a manner which allows for positive risk management

Professional Skills

- Effective time management, able to prioritise tasks and workload to achieve deadlines
- Understand and respect personal limitations, able to identify when to seek support and advice.
- Proficient in the use of IT systems eg word, excel, powerpoint, email
- Experience of accurate and timely record keeping, monitoring processes, managing data and of producing professional reports
- **Full driving licence**
- **Must hold employment rights to work in the UK**

- Public speaking experience including delivering presentations, seminars and training.