

VACANCY

Nurse - Care Services Department

Department:	Care Services Department.
Reports to:	Newlife Consultant Nurse
Designation:	Permanent (3)
Salary:	£14.00 per hour
Hours:	22.5 hours per week -Monday, Tuesday and Thursday 9.30am – 5pm
Benefits / Equipment:	

Annually 31 days holiday (pro rata) inc. Bank Holidays (139.5 hours)
Access to Newlife Pension Scheme
Staff discount, following 12 weeks service
Access to Childcare voucher scheme
Health Cash Plan at level 2, post probationary period
Two weeks company sick pay (pro rata)
Cost of NMC registration reimbursed

About Newlife:

Newlife's mission is to save and change the lives of disabled and terminally ill children, across the UK.

We have over 25 years of success and we continue to help disabled children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Child health research
- Action to campaign for change
- A 'training into work' opportunity for disabled adults
- Environmental protection

You can find out more about Newlife the Charity for Disabled Children by visiting our website:
www.newlifecharity.co.uk

Post Summary:

If you are looking to use your nursing skills outside of the NHS and are interested in working for a charity, please take a look at this opportunity.

Every day Newlife Nurses are supporting families of disabled children, through work on our National Helpline and by establishing the needs of disabled children to help them get the equipment and support they need. Newlife is the UK's largest (non-statutory) provider of specialist equipment to disabled, Life –limited and terminally ill children and young people and a Newlife Nurse is key to the charity achieving this.

Continued growth and demand for all our services, means we now seeking another Nurse to join the current team. Our Nurses work with triage and administration staff and other professionals on the team, to help as many children with disabilities and their families as possible across the UK. The role is office based and sits at the centre of the charity within a fast paced office with immediate access to other professionals within the team that can support you in helping the families of disabled children.

In this role you will be actively listening to families, reading applications asking for Equipment and liaising with families and local professionals, about the needs of children and their families. Many of our Nurses have found that the ability to make such a dramatic difference to the lives of children and families has been a highly rewarding change and a dynamic use of their skills.

This part time role is available right now and so if you have the right skills, we are interested to hear from you. Newlife seeks to support all its staff and this part time role would support someone looking for a work life balance.

So, if you are a great listener, can really appreciate the complexities of caring for a disabled child, want to get great job satisfaction and can meet the skills on the 'Essentials' list below, either call and arrange an informal chat with our Consultant Nurse Karen, or complete an application form today.

Essential Requirements:

- A recognised Nursing qualification and still be registered with the Nursing and Midwifery Council (NMC) Knowledge of childhood healthcare and/or disabilities.
- The ability and experience to sensitively communicate with vulnerable families on the phone or using written text, with empathy, providing support and information.
- Excellent communication and listening skills to be able to understand and meet the individual needs of families.
- Excellent IT skills to provide information and support via Newlife's website, social media platforms and email accounts.
- The ability to be a team player within this fast paced, caring department; often working together to provide solutions.
- The ability to organize and prioritise your time effectively.
- The ability to assess the level of need and act accordingly, fast tracking applications same day, when the need arises.
- Experience at filling in reports and keeping accurate records regarding highly confidential child/family information.
- Confident user of technology, training will be given.
- Ability to source/research information (published digitally and in other resources) where required, to support a family/child's needs.
- Experience in using personal reflective practice and receiving supervision to improve/change practice.
- Positive attitude and great at building relationships in the team and across the organisation.

Desirable Requirements: (advantageous but not essential)

- Flexibility to travel to UK events to partake in targeted awareness of services, if notice is given.

Primary Responsibilities:

In respect of Newlife you will have responsibility for:

- Speaking directly to families and professionals as a first contact, providing information and support where necessary via telephone, live chat or email, in a timely manner.
- Carrying out research on specific disabilities, conditions, and syndromes from both internal and external sources.
- Taking enquires from families, professionals and other organisation, regarding all of Newlife's services.
- Signpost families/professional to other relevant support groups/organisations where necessary.
- Ensuring pathways and timescales are followed, for the processing of all applications/enquiries.
- Assessing each application for their individual need and urgency.
- Speaking to all families, ensuring applications meet essential criteria.
- Speaking to professionals to ensure that the equipment provided meets the individual needs of the child and family.
- Attendance at relevant events to promote the work of the Charity and the Care Service Department.
- Keeping all relevant databases/files up to date with accurate information and communications, while ensuring confidentiality and professionalism are maintained at all times.
- Pro-actively support the work of colleagues within the department on a daily basis.

- Proactively liaising with the Consultant Nurse.
- Attending appropriate meetings and training in support of the achievement of the aims of the charity and own personal development.
- Taking responsibility for own continuous professional development, maintaining registration requirements.

Additional Responsibilities / Expectations:

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

Notes:

All offers of employment will be made subject to satisfactory references being received.
All Newlife roles are subject to a 6 months probationary period.

Our Values:

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better
- People at our heart-every day

Interested?

Find out more about Newlife by visiting www.newlifecharity.co.uk and www.newlifestores.co.uk/landing/ or see what current employees say by visiting www.newlifecharity.co.uk/docs/about/employment.shtml

To apply:

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, by email to peopleteam@newlifecharity.co.uk or by post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

You can also call Karen Dobson (Consultant Nurse) for an informal chat about the role before you apply. Please call 01543431495 for this to be arranged.

If you have any problems with completing the application form or would like further information please email or call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

Other Info:

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

