CANCER FOCUS NORTHERN IRELAND

# JOB DESCRIPTION

**Job Title:** Smoking Cessation Specialist

 Sessional hours

**Salary:** £18.33 per hour (including holiday pay)

**Reports To:** Central Service Co-ordinator/Senior Cancer Prevention Officer

**Job Purpose:**

This post forms part of the Cancer Focus Northern Ireland’s Specialist Stop Smoking Service, funded by the Public Health Agency to provide specialist support to smokers who wish to stop in a variety of settings, including youth, workplace, GP and community settings across the Belfast and South Eastern Local Commissioning Group areas. The post holder will provide intensive support and advice either on a group or one to one basis, and support the delivery of other tobacco related work where appropriate. The post holder will be expected to work flexible hours to meet the demand for the service.

**Summary of main responsibilities:**

* To respond to referrals for the specialist stop smoking service in youth, workplace, GP and community settings.
* To utilise specialist skills to assess the client’s motivation and readiness to quit, recognising and supporting the client to work through all aspects of nicotine addiction.
* To provide stop smoking interventions in line with the evidence base and to agreed quality standards.
* To organise and deliver stop smoking interventions on a one to one basis and through group work as appropriate to meet the client’s individual needs.
* To develop an on-going programme of support in partnership with the client, evaluating individual programmes and ensuring clients are followed up in line with the monitoring and evaluation protocol.
* To maintain client confidentiality and ensure the security of client identifiable information in line with Cancer Focus and PHA protocols.
* To provide reports on service delivery for review purposes.
* To participate / attend regular Update meetings/training as required.
* To liaise with key personnel in various settings to ensure effective delivery of Service.
* To assist in the promotion and implementation of all aspects of the Cancer Prevention Department’s work.

**Specific duties:**

* To provide specialist support and information to those who want to stop smoking within a range of settings, as required, within the Belfast and South Eastern Local Commissioning Group areas.
* To issue Nicotine Replacement Therapy to clients in line with protocol and to keep accurate records of this.
* To liaise closely with the Central Service Co-ordinator on a regular basis, to enhance the Stop Smoking Service.
* To undertake appropriate monitoring and data collection to comply with the operational policy of the Central Specialist Stop Smoking Service.
* To undertake any other duties as may reasonably be required.
* To promote all aspects of Cancer Focus Northern Ireland and its work.

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**PERSONNEL SPECIFICATION**

**Job Title:**  Smoking Cessation Specialist

The personnel specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

**Essential Criteria:**

* Undertaken a recognised Specialist smoking cessation training course within the past three years
* Experience of facilitating Specialist Stop Smoking services in the past 3 years
* One year’s experience in a health related discipline
* Excellent written and oral communication skills
* Ability to achieve objectives, meet agreed deadlines and keep accurate records
* Experience of liaison with a broad range of professionals
* Experience of managing own workload
* Ability to work on own initiative and as part of a team

**Desirable Criteria:**

* Experience of providing stop smoking services in youth and/or workplace settings
* Competent user of Microsoft packages, e-mail and internet
* Hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.