

JOB DESCRIPTION

POST: LEAD PRACTITIONER - INCLUSION

REPORTING TO: ADMIN MANAGER

ACCOUNTABLE TO: ADMIN MANAGER

JOB PURPOSE & CORE DETAILS- To:

1. Work to the service and organisation's aims and values and promote the citizenship of the people we support.
2. Deliver support and facilitate activities to people who use Turning Point Scotland's services and in so doing contribute to the provision of the highest possible quality of social care support which meets the service specification.
3. Facilitate activity opportunities both locally and community based for people we support to encourage choice, community integration and fun, whilst realising potential.
4. Work to promote and support social enterprise opportunities in Perth & Kinross
5. Operate at an established level of social care practice, or engaged moving towards established.
6. Work in accordance with the organisation's aim of ***because people matter***.
7. Undertake CPD (continuous professional development) with the support of your line manager and use appraisals and supervision fully.
8. Keep your registration and membership to relevant professional bodies up to date and valid.
9. Undertake any outstanding required qualification for registration, or if not working in a registered service qualify at the **minimum** of SVQ level 3 in Health and Social Care.
10. Undertake any other duties or responsibilities as may be deemed appropriate to the post by the Service Manager (or nominated deputy).

MAIN DUTIES AND RESPONSIBILITIES:

Inclusion within the Perth & Kinross area:

- Be aware of the importance of inclusion within not only the local community but in the wider context.
- Advocate for and promote choice with adults with additional support needs.
- Support in the ongoing development of our Rosie's garden project including support to our service user volunteers.

Perth & Kinross Connects

- With colleagues, arrange, co-ordinate and support Perth & Kinross activities.

- With colleagues, ensure meetings are held regularly.
- Lead on the communication of information to people we support i.e. newsletter and contribute to the development of other communication methods for example Facebook etc.
- Contribute to the development and support of communication toolkits for adults with additional support needs.

Support to people who use services- To:

- Liaise with service users, teams and families to plan and organise community based and local activities which meet their needs and wishes.
- Encourage and facilitate service user participation in activities and provide guidance as appropriate.
- Co-ordinate activities with and for the people we support in accordance with their choices, support plans and personal outcomes.
- Advise people who we support in accordance with guidance from senior colleagues or in accordance with the service aims.
- Maintain professional confidentiality and boundaries at all times.
- Support and assist people who we support in crisis situations, and/or manage physical risk or behaviour likely to cause incidents, in accordance with the support plan or service protocol.
- Travel within the service area you are contracted for and supporting the travel and transportation of people who we support in accordance with their support plan (motability, own car, service vehicles, public transport etc).
- Understand the causes and effects of social exclusion as is relevant to the service and area in which you work.

Planning, policies and record keeping- To:

- Regularly review activity plans and contribute to outcome focused support plans and service user reviews.
- Keep a record of activities and events in accordance with organisational policies and procedures.
- Develop and contribute to health and safety including risk management plans, and follow and update risk assessments.
- Work with data in line with the data protection act.
- Work with and comply with standard operation (finance, operational, H&S, HR) and service procedures.
- Have a knowledge of Self-Directed Support (SDS) and how this impacts services.

Interactions with other people- To:

- Support or mentor new staff, students and volunteers/those on placement to show them how your practice complies with the SSSC Codes of Practice.
- Have a collegiate approach, ask when you need support or guidance and team work well with a diverse group of people.
- Manage and resolve conflict promptly and raise or report issues appropriately using the correct internal processes.
- Liaise with workers from other agencies when requested to do so by senior colleagues.
- Work in accordance with the relevant legislation and National Care Standards.
- Liaise with external agencies and venues to arrange an activity base as required
- Maintain confidentiality with shared information.
- Be aware of health and safety and contribute fully to keeping my work environment, community, people who use services and me safe.

Leadership- To:

- Provide buddying or informal coaching to new staff.
- Support the delivery of a specific part of the service such as group work.
- Continuously contribute to service development and improvement.
- Contribute to Turning Point Scotland.
- Keep abreast of changes or sector requirements that are relevant to you.
- Appropriately challenge oppressive or potentially abusive behaviours or practices and report any concerns quickly to senior colleagues.

MISCELLANEOUS- applies only in certain services

1. To undertake evening and weekend working as required. This is not your regular 9-5 post.
2. To undertake training that may be technical or specialised that will benefit the service.
3. To perform lone working on occasions.