

Support Practitioner

Reporting to: Team Facilitator



Job Purpose

To work as a member of a self-directed team supporting an individual person. This means playing an active role in providing direct support as well as along with other team members organising all aspects of support such as reports, rota's and monitoring and arranging training as per the individual's needs and organisational training requirements.

Provide support in an enabling manner so the person supported takes ever increasing control of their life. This should provide a platform from which the person supported's gifts and talents flourish in turn the Support Practitioner's learning and development will also flourish.

To encourage the person you work for to live as independently as possible in their own home or within their family home and as part of their community.

To enable the person you work for to achieve their outcomes by taking responsibility in leading with specific aspects of their Service Design and Working Policy including the organising of day to day support.

This role is truly person-centred; the Support Practitioner will follow direction from the person they work for, their family, circle members and collective approaches of the person's support team. As an active member of the support team you will contribute on an ongoing basis to the development of the person's working policy and service design.

To Make this Happen

Outcomes

Assist the person you work for to take responsibility, where able, to maintain their health, welfare and general wellbeing on a day to day basis (across a range of daily activities at home and in their community).

Investigate and identify appropriate community resources on behalf of the person you work for, which promote opportunities for relationship building, work and learning.

Actively support the person you work for to establish and maintain social relationships and community participation.

Assist the person you work for to develop and maintain circles of natural support.

Take responsibility for implementing specific aspects of the person you work for the Service Design and Working Policy, working to agreed timescales.

Assist the person you work for, their family members and circle of support in the person centred planning process.

Operational

Assist the person you work for, their family members and circle of support to induct new team members in accordance with the 'Support Agreement' and 'Working Policy' guidance.

Take personal responsibility for attending any necessary training and successfully completing training requirements for registration with the SSSC.

Work co-operatively with all team members.

Reflect on one's own practice and seek feedback from colleagues.

Maintain effective and thorough communication with the person you work for, their family members, their circle of support and all team members.

Attend and meaningfully contribute in meetings arranged by/on behalf of the person you work for.

Attend and positively contribute at team peer support meetings, taking direction from the person you work for, their family members and circle of support with assistance from the Team Facilitator (as detailed in the service design and working policy').

Understand the importance of multi-agency working and the fostering of positive relations with other professionals and its relevance for the person you work for.

Demonstrate a good knowledge and a clear understanding of the person you support and work for's Service Design, Working Policy, Team and Organisational Policies and Procedures.

Positively contribute in problem solving discussions in seeking to assist the person you work for to identify creative solutions; always considering whether there is an alternative to paid support.

You are responsible for completing rotas, timesheets and ensure that you keep up to date with policies applicable to the person you work for and Organisational policies and procedures.

Demonstrate flexible team work practice to ensure that the person you work for receives support when needed; covering sickness, holidays, training, etc.

Maintain confidentiality of information pertaining to the person you support.

Possess good interpersonal communication both verbally and written.

Demonstrate an understanding and willingness to learn IT skills.

Undertake On Call duties for the person you work for as required.

Work away from home, as necessary, to assist the person you work on short breaks.

Reporting Requirements

As a member of a self-directed team you will be accountable and work co-operatively with your colleagues in the team, the team facilitator as well as the person supported and their family.

Quality Assurance

Actively participate with the person you work for, their family members and circle of support in the review, development and evaluation of their Service Design and Working Policy.

Support the person you work for, their family members and circle of support to populate, review and update their Service Design and Working Policy.

Ensure you keep up to date with relevant Organisational Policies and Procedures.

Ensure your training is kept up to date as part of your continuous professional development.

Complete and maintain accurate written records and reports with direction from the person you work for, their family members and circle of support in accordance with the Service Design, Working Policy and in line with Organisation policies and procedures.

Maintain an awareness of current literature and aspects of good practice regards person centred approaches.

Finance

Take direction from the person you work for, their family members and Circle of support and in line with the Service Design / Working Policy and Organisational Policies. As a Support Practitioner and part of the person supported's team you will be responsible for ensuring that the finances of the person are managed in compliance with the Organisational Finance Policy.

Understand the person you work for's Individual Service Fund (ISF); assisting them to maximise their ISF to best assist them in the pursuit of their outcomes; identified in their Service Design and Working Policy.

Health & Safety

It shall be the duty of every employee while at work:

(a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

(b) as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

No employee shall interfere with or misuse anything that has been provided in the interests of health, safety or welfare in pursuit of compliance with any relevant statutory provision

Terms and Conditions

Protection of Vulnerable Groups Scheme

You must ensure you are a member of the Protection of Vulnerable Group Scheme (PVG). The Organisation will send for scheme updates for each employee every three years.

Scottish Social Services Council (SSSC)

Employees should be aware of and adhere to key legislation, policies and procedures, which are central to the service in which they are employed.

All employees should be aware of and adhere to the Scottish Social Services Council Codes of Practice.

It is a condition of your employment that you achieve and or maintain your registration with Scottish Social Services Council and possess an appropriate qualification. For the avoidance of any doubt, if you fail to do this you will not legally be able to work with the Partners for Inclusion Group.

Please Note: This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule.