

JOB DESCRIPTION

POST: LEAD PRACTITIONER

REPORTING TO: ASSISTANT SERVICE CO-ORDINATOR/ SERVICE CO-ORDINATOR

ACCOUNTABLE TO: SERVICE 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 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. Operate at an advanced level of social care practice, which includes taking a higher level of responsibility for service delivery and development, and a leadership role.
4. Work to the company's values - ***Because People Matter***
5. Undertake CPD (continuous professional development) and use appraisals and supervision fully.
6. Keep your registration and membership to relevant professional bodies up to date and valid.
7. Undertake any outstanding required qualification for registration, or if not working in a registered service qualify at SVQ level 3 Health and Social Care.
8. Undertake any other duties or responsibilities as may be deemed appropriate to the post by the Service Manager (or nominated deputy).
9. Provide, prompt, administer medication and healthcare & wellbeing support as required

MAIN DUTIES AND RESPONSIBILITIES:

Support to people who use services- To:

- Provide support and assistance to people we support in accordance with their support plans and the service aims.
- Be responsible for undertaking initial and on-going assessments of people we support.
- Advise people we support in accordance with guidance from senior colleagues or in accordance with the service aims.

- Be a key worker for a person or people who have complex or multiple needs.
- 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 we support in accordance with their support plan (motability, own car, service vehicles, public transport etc.).
- Have a good understanding of 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:

- Devise, review and update support plans, record events and observations and keep appropriate records as required in the service.
- Contribute to the creation and maintenance of support plans and record keeping.
- Prepare paperwork for and participate in service user reviews as a lead person when required.
- Plan and co-ordinate elements of support in accordance with the support plan.
- Prepare and implement risk management plans, and follow and update risk assessments.
- Work with data in line with the data protection act.
- Work and comply with standard operation (finance, operational, H&S, HR) and service procedures including service user finances.

Interactions with other people- To:

- Support and supervise other staff administering or prompting medication and ensure that medication protocols are adhered to.
- Support new staff and volunteers/those on placement to comply with the SSSC Codes of Practice.
- Provide informal support to staff on a daily basis.
- Have a collegiate approach 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.

- Directly communicate with the families of people we support when appropriate.
- Liaise with workers from other agencies.
- Support others to comply with, and the service to meet with, the relevant legislation and National Care Standards.
- Support others to ensure they comply with SSSC Codes of Practice.
- Maintain confidentiality with shared information.
- Liaise with landlords and similar others on behalf of people we support if required.
- Be aware of health and safety and contribute fully to keeping the work environment, colleagues, community, people who use services and myself safe.

Leadership- To:

- Provide leadership to staff to support people we support in accordance with their support plan and maintain people we support records correctly.
- Assist the service manager to prepare information and the service for inspections.
- Provide on-the-job training and/or coaching to new staff.
- Be the 'named worker' or shift lead or lead on a specific part of the service such as group work.
- Continuously seek service development and improvement.
- Contribute to Turning Point Scotland.
- Keep abreast of the sector 'big picture', operational environment and changes.
- Appropriately challenge oppressive or potentially abusive behaviours or practices.

MISCELLANEOUS- applies only in certain services

1. To undertake sleepovers, overnight and weekend working and occasionally participate in people we support's holidays, as required.
2. To ensure the service/location's stock or goods are in place and replenish/order as required
3. To undertake training that may be technical or specialised that will benefit the service.
4. To provide technical testing services (BBV/swab and similar) and/or to train

- others in emergency, risk reduction action and medications.
5. To be responsible for the dispensing of medication, in particular, when supervising dispensing.
 6. To be the most senior graded worker in the service for most of the time when at work.
 7. To perform lone working for significant lengths of my work time undertaking tasks that require a high level of independence and initiative.
 8. To provide reports, witness testimony, recommendations for criminal justice or social work decisions/situations.
 9. To provide formal supervision under the guidance of a senior colleague and with additional training or a qualification provided.
 10. To have a good understanding of Welfare in relation to how it will impact on your service user group.