**Job Description**

**Scottish Huntington’s Association - Senior Huntington’s Disease Specialist (SHDS)**

**Job title:** Senior HD Specialist

**Region: Highland**

**Accountable to:** Deputy CEO & Head of Services & SHA Board of Directors

**Report to**: North East Team Leader & Deputy CEO & Head of services

**Hours:** 36 hrs per week

**Salary:** £34,976-£38,074

**Role summary**

As a member of the Scottish Huntington’s Association Specialist Adult Clinical Service team you will adopt a hybrid-working model based between office and home working. Operational areas include the direct provision of services to families, promotion of self-help amongst families and increasing awareness about Huntington’s disease (HD).

You will facilitate quality care for those impacted by Huntington’s disease and their families through assessment, planning, coordination, implementation and signposting to appropriate professionals/agencies. You will work with the HD Clinical Lead Professor Zosia Miedzybridzka , Consultant Geneticist and your Team Leader to develop and enhance the service, you will facilitate the HD management clinics, Enroll clinics and relevant research clinical trials. You will also work collaboratively with a wide range of health and social care professionals across the Highland region

You **must** be a full member of a professional body, hold a current qualification and be able to work within the scope of your registration guidelines.

**Main duties and responsibilities**

To provide leadership within the project, managing the whole of the project effectively including its day to day running

To provide support, supervision and appraisal to the HD specialist and admin/resource worker

To manage any crisis which may arise at a local level. This may include client crisis, staff crisis, environmental crisis, facilitating joint visits with the HD specialist to work with a service user who exhibits severely challenging behaviour or imparting unwelcome news.

To promote shared ownership of the project, its ethos, policies and practices

To facilitate quarterly management meetings and produce all relevant reports for those meetings

To work collaboratively with H&SCP’s

To provide advice on positive management of HD to the HD specialist team members and on occasions to individuals, families and relevant professionals /care workers

To provide support to individuals and families affected by Huntington’s disease through a psychosocial approach.

To facilitate and support regular peer support opportunities for individuals impacted by Huntington’s disease and their family members. These include carer’s groups and symptomatic support groups.

To provide advice on positive management of Huntington’s disease to individuals, families and relevant health and social care professionals and agencies.

To liaise with other professionals to help individuals access the services to which they are entitled e.g. advocacy, respite, welfare rights community and health services.

**Education and training**

To facilitate of training at a local level and participation in national training events.

To promote of awareness about the needs and challenges facing individuals, families and care providers through the provision of education and information.

To participate in the production of educational literature about Huntington’s disease.

To maintain professional awareness about current trends and practices through appropriate training courses, study days and workshops.

To provide support to existing SHA family groups, to act as a resource for group members, to facilitate the formation of new groups as appropriate, while recognising the local family groups’ independence from the HD specialist service

To liaise with all of the local HD specialist team members keeping them abreast of activities at a local, regional and national level.

**Research and development**

To initiate and/or participate in research projects related to Huntington’s disease.

To support individuals who are participating in current drug trials or new treatments.

To become involved in the strategic planning and development of appropriate health and social services.

To assist with new developments relevant to the Specialist Service function.

To coordinate all new developments relevant to the HD specialist service function

**Policy/service development**

To adhere to all company policies appropriate to own role. May at times be required to be responsible for policy development, propose changes in practice and contribute to the development of communication protocols.

**Management and leadership**

To assist the management and development of the project working with the HD Clinical Lead,

Team Leader or Deputy CEO & Head of services

To share leadership and contribute views to regular staff meetings and projects.

To undertake surveys and audits as necessary to your own work and that of the Specialist Service.

To be a key player in the strategic planning and development of appropriate Health and Social Services at a local level

To organise, manage and plan own caseload and diary.

To be fully accountable for own professional actions and to work autonomously.

To undertake responsibility for the production of all reports concerning your work and activities of the Specialist Service.

To have overall responsibility for the supervision of case load distribution, prioritising need, managing clinics at a local level when necessary, supporting the team to organise, manage and plan case load and diary.

To undertake responsibility for the production of all reports concerning the work and activities of the service delegating appropriate responsibility when necessary

To develop a clear understanding of the budgetary requirements and take responsibility for their management within the project

**ADMINISTRATION**

To ensure the maintenance of full and accurate, confidential client records and reliable notes concerning the work of the Specialist Service within your area

Responsible for the maintenance of stock control / authorised signatory for agreed claims including travel and general expense claims of all staff within the team

November 2022

**Notes:**

**1. This job description reflects the main tasks and responsibilities to be fulfilled by the post holder at this present time. However, Scottish Huntington’s Association reserves the right to alter or amend the content of this job description to reflect changes to the job, or services provided, while maintaining the overall character and level of responsibility for the post.**

**2. Notwithstanding any information or statement described within this job description, all duties must be carried out in a way that promotes equality of opportunity, dignity and respect for all individuals and is consistent with the Scottish Huntington’s Association stated policy on equal opportunities.**

**3. The successful candidate will be subject to an Enhanced Disclosure Check. Having previous convictions will not automatically disbar you from working at Scottish Huntington’s Association (with the exception of offences against children or other vulnerable groups) and every case is considered on an individual basis.**

**4. The duties and responsibilities of this post must be undertaken in accordance with the policies of Scottish Huntington’s Association.**