



## **JOB DESCRIPTION**

### **Scottish Huntington's Association, Senior Huntington's Disease Support Professional**

**Job title:** Senior HD Specialist

**Region:** NHS Highland

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

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

**Hours:** 36 hrs per week (negotiable)

**Salary:** £34,976-£38,074 (pro rata)

#### **Role summary**

This role is open to health and social care staff from a wide-range of backgrounds (e.g. Nursing, Occupational Therapy, Social Work, Medicine etc). Previous experience of Huntington's disease would be advantageous, but is not essential. Training on Huntington's disease will be provided.

As a member of our nationwide Specialist Adult Clinical Services team you will provide quality care for people impacted by Huntington's disease and their families through assessment, planning, coordination, implementation and signposting to appropriate professionals/agencies.

This will involve engagement with a wide range of health and social care professionals across the Highland region and with colleagues in the charity's Youth Service and Financial Wellbeing Service.

Operational areas include the direct provision of services to families, promotion of self-help and raising awareness about Huntington's disease.

You will also collaborate with HD Clinical Lead and Consultant Geneticist Professor Zosia Miedzybridzka and your Team Leader to develop and enhance the service, deliver Huntington's Disease Management Clinics, and support engagement with relevant research projects and clinical trials.

This role is offered on a hybrid-working model based between office and home working.

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 specialist support to individuals and families affected by Huntington's disease through a psychosocial approach.
- To provide advice on the positive management of Huntington's disease to individuals, families and relevant health and social care professionals and agencies.
- To facilitate and support peer support opportunities for individuals impacted by Huntington's disease and their family members. These include carer groups and symptomatic support groups.
- To liaise with other professionals to help individuals to access the services to which they are entitled e.g. advocacy, respite, welfare rights community health and social care services.
- To provide positive leadership within the local service to ensure it runs effectively and efficiently.
- To work collaboratively with health and social care partners.
- To provide support, supervision and appraisal to the admin/resource worker.
- To facilitate quarterly management meetings and provide required reports.

### **Education and training**

- To facilitate training at a local level and participate in national training events.
- To promote awareness through the provision of education and information about the needs and challenges facing individuals, families and care providers.
- To participate in the production of educational literature.
- 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 and facilitate the formation of new groups.
- To liaise with the national HD specialist team.

### **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 potential treatments.

- To contribute to strategic planning and development of appropriate health and social services.

### Policy/service development

- To adhere to all charity policies appropriate to own role. You 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 local service, working with the HD Clinical Lead, Team Leader and Deputy CEO & Head of Services.
- To share leadership and contribute views to regular staff meetings and activities.
- To undertake audits as necessary to your own work and that of the national HD Specialist Service.
- To be fully accountable for own professional actions and to work autonomously.
- To be responsible for own case load and diary, prioritising need, managing clinics at a local level when necessary.
- To develop a clear understanding of the budgetary requirements and take responsibility for its management, including expenses claims, within the local service.

### 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

December 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 role 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 Huntingdon's Association.**