



Positive Paths

JOB DESCRIPTION- PRACTISE POSTS

COMPANY INFORMATION	
COMPANY NAME	SUPPORTING POSITIVE PATHS CIC
SERVICE	ADULTS
LOCALITY LOCATIONS	EDINBURGH/ EAST Lothian RESOURCE SPACES, COMMUNITY & HOME BASED OFFICE ADDRESS 16/2/TIMBERBUSH, EDINBURGH, EH6 6QH
REPORTS TO	MANAGERS 1. Company (Lisa Owner/ Chrisitna company manager)) 2. General Manager (Kim 2. Day service(Amie) 3. Social service (Ashley, Jilly) 4. Future Paths service (Stacey)
POST DESIGNATION DESCRIPTION APPLIES	PROBATION PRACTITIONER SUPPORT PRACTITIONER SENIOR PRACTITIONER LEAD PRACTITIONER CO ORINATOR / PRACTITIONER
ANNUAL SALARY	SALARY :36 HOURS PER WEEK £20,592- £24,336

PERSON SPECIFIC - PRACTITIONER (FACE TO FACE WITH MEMBERS)	
REGISTRATION	
All practitioners at all levels must be registered with the SSSC and follow the SSSC codes of practice in all aspects of their role.	
QUALIFICATION	
SVQ 3 OR EQUIVALENT	Qualification must be gained as guided by SSSC.
EXPERIENCE	
GROUP BASED	Facialting groups, managing challenges of groups, meeting needs of individuals within group settings.
ADDITIONAL SUPPORT NEEDS	Experience of supporting children, young adults or older adults with Additional support needs including physical, sensory, learning and emotional needs.
KNOWLEDGE & SKILLS	
MEETING INDIVIDUAL OUTCOMES	Awareness of individuals within a group and meeting individual needs - follow Path Plan each member has. Report changes needed to the Path Plan. Report

	any incidents, accidents and concerns related to individuals. Ensure meeting goals set for individual members. Awareness of differences in approaches with different individuals.
PERSON CENTERED APPROACH	Consider each individual's own specific needs, goals, family, culture and adaptive approaches to meet these. Ensure read Individual Path plans which provide all information regarding individuals specific to each individual which is reviewed as required. And no less than 6 monthly.
PROBLEM SOLVING	Use all the information provided to problem solve situations, awareness of risk assessing to meet individual needs, aware managers on call while members in support to provide further support as needed.
COMMUNICATIONS WRITTEN/VERBAL/PECS	Read daily emails, read path Plan before supporting individuals, read as advised any path plan that has been updated, read and follow 'Overview' checking all your support allocations, read and know essential day to day contact and structure. Ensure write feedback and observations as required in your role. Ensure report any incident, accident notes of concern. Ensure you follow all medical procedures including recording administration or epilepsy activity. Ensure you follow all individualized support protocols such as use of PECS, 1:1 support, Medication administration.
PROFESSIONALISM	
PROFESSIONAL PLATFORMS	Strong awareness of professional guidelines given by the Scottish Social Service council (SSSC).
INDIVIDUAL & ABILITIES	
INDIVIDUALS HOBBIES	Staff are welcome to bring their own skills and interest to the role- speak with managers to implement.
INDIVIDUAL INITIATIVE TO ROLE	Staff are welcome to seek experience and outcomes for members and feedback ideas and suggestions to help develop projects, individual experience and for the company as whole.
WORK RELATED PERSONAL QUALITIES	
PERSONAL QUALITIES	Team working, patience and consideration of others. Motivated and driven to provide safest and enriching experiences for individuals.
PERSONAL	Desire to provide those with ASN to reach their potential, challenges the barriers and experience best quality of life experience that can be achieved.
OTHER WORK RELATED TASKS	
SKILLS USEFUL	Driver
SKILLS USEFUL	Hobbies area of skills and interests

ROLE OBJECTIVE AND PURPOSE
Provide: safe, person centered support for our members meeting their individual needs. Establish: positive relationship with members to enhance confidence & trust Meet: individual member goals and person specific outcomes and support.

Maintain: safe resources and spaces for member use
Read: and keep record of up to date on all member Path Plans.
Communication: share and pass on member information that will ensure well being of members

MAIN DUTIES AND RESPONSIBILITY

- Follow 'overview' of support for members
- Meet Needs of our members- follow members individual path plans to achieve this - ensure path plan is up to date and inform of changes required.
- Keep members safe from harm - Risk ass in relation to individual path plans
- Meet individual needs both physically and mentally
- Support members to and from support using Public Transport as required.
- Report concerns relating to members that will enable best practice
- Follow projects and outcome based goal setting
- Facialte groups
- Record and feedback individual, group project and general information as required
- Have awareness of manager On call and share / communicate to achieve best practise, share concerns and ensure safety of members while in any of our services.
- Undertake training as required
- Work as a team and ability to use own initiate
- Understand and adhere to social care practice - SSSC codes of practise, Health & Social care standards.
- Seeks development in skills, knowledge and social care policy and procedures
- Manage budgets for groups.
- Responsible to recording use of financial spendings

DAILY CHECKLIST DAILY: PRACTITIONER

Support practitioners are expected to undertake all **planning groups days**, whilst following allocated budgets and keeping accurate records supporting Members to **Achieving goals** and track outcomes of activities and learning experiences.

Support practitioner role essentially to ensure individual **Needs** are met of all members you support on shift, this includes their support to and from service. (see ind path plan for person specific support needs)

Support practitioners are expected to **problem solve** situations as they arise during the working day. Colleagues can be useful support if their expertise can help.

ON CALL PRACTISE Manager / ASST Manager can be contacted for passing on information or if the the situation is deemed an emergency. OVERVIEW indicates who to call.

Sharing information is essential however problem solving is the role of the practitioner.

Support practitioners are expected to respect all **Positive Paths areas and resources-** if there are any damages to either or problems arise or PPE required you must contact your supervisor - email if non urgent/phone if urgent.

Support practitioners are expected to undertake daily **observations/Project feedback**, share essential information with ON CALL /team where possible sharing via DRIVE or email OR CALLING ON CALL.

MANAGERS will notify you of changes to Path Plans - staff must read and date once read to be up to date on paths plans.

COMMUNICATIONS: PRACTITIONER

Members: observations (daily)

Sharing information: use of whatsapp if for the team (as required)

Sharing information: email for sharing with Managers unless emergency/urgent attention if required then phone call (as required)

professional Own practise: and reflections- contact your named supervisors via email in first instance to arrange supervision/phone call. If Urgent action required a phone call to the supervisor.

Professional Own practise: all training recorded (as required)

Professional Own practise: Absence phone (not whatsapp) asap known that need to cancel your support role.

TRAINING & SUPERVISION: PRACTITIONER

PLATFORMS

ACCESS- Care Planning

QCS - policy / procedures

CITATION - training and HR

GOOGLE DRIVE - Overview and Planning

Support practitioners are expected to Keep a record of all **Training** for SSSC CPD requirements.

Support practitioners are expected to undertake regular training and request updates for any mandatory training such as Food Hygiene, Epilepsy, manual handling. You must record all your training and take it with you to your face to face supervision. Service managers will request dates as required for the Care Inspectorate.

Support practitioners are expected to attend the monthly **team supervision/training** session - 1st Thursday of the month. Additional training zoom may be established for specific conditions/members etc...

Support practitioners will receive 4 x face to face **supervision** per Academic year (1 per session). In addition group Zoom supervisory sessions will be undertaken once per session and team supervision once per month. Practitioners can also request a face to face with their supervisors this may be Zoom form.

Support practitioners will receive an **appraisal** (may be via Zoom) once a year by a service manager or your Supervisor. The paper work will be sent one week prior to the arranged meeting.