

<b>Role title</b>	Day Services Practitioner
<b>Responsible to</b>	Day Services Manager
<b>Location</b>	Within a day service

## About Alzheimer Scotland

Alzheimer Scotland is Scotland's national dementia charity. Our aim is to make sure nobody faces dementia alone. We provide support and information to people with dementia, their carers and families, we campaign for the rights of people with dementia, support vital dementia research and promote positive brain health.

Alzheimer Scotland is committed to fair work and to enabling an environment of trust, integrity and respect, for which everyone in the organisation has a responsibility. We encourage creativity and innovation as we strive to continually improve the ways we support people with dementia, their families, and carers. Our employees and volunteers work collaboratively to provide the best outcomes for those who rely on our services, so that together we can deliver on the charity's vision to make sure no one faces dementia alone.

All Alzheimer Scotland employees and volunteers are encouraged to fully engage in activity within the organisation, and we actively promote an effective voice so that the views of those who work with us are sought out, listened to, and can make a difference. We advocate continuous development across all our teams, providing opportunities to learn in an environment that is safe and supportive.

## About the role

You will be responsible for supporting people living with dementia to achieve good outcomes using a range of therapeutic interventions, resources and activities as appropriate. Working as part of the Registered and Commissioned Services/Community Connections team you will have responsibility for ensuring that services are of the highest quality and meet Alzheimer Scotland's vision for unique therapeutic, highly person-centred support.

You will work with the wider team and Day Services Manager to ensure safe practice and delivery of high-quality, person-centred, therapeutic Registered and Commissioned Services/Community Connections, ensuring practice complies with Alzheimer Scotland's policies. You will contribute to evidencing, reviewing and continually improving the quality of the services and will participate in internal audit and Care Inspectorate inspections.

You may operate within a building-based Day Care or as part of a community connection team delivering Community Groups and Outreach services across an allocated area. At times, this will involve working without supervision in the absence of the Day Services Manager.

You will work with the wider team to evidence that services meet Alzheimer Scotland's Quality Guarantees, Scotland's Health and Social Care standards and other quality frameworks including those of the Care Inspectorate where relevant. This includes ensuring that the activities and support offered meet the identified personal outcomes of those attending the services.

## Key responsibilities

### Role specific responsibilities

- Supporting the Day Service Manager to ensure a collaborative culture of continual improvement and creativity to ensure that a range of planned and evidence based therapeutic activities are offered, reviewed and evaluated.
- Lead on a range of planned and evidence based therapeutic activities that meet agreed outcomes for each person supported, monitoring progress and adopting safe practice.
- Ensure a therapeutic, warm and welcoming environment conducive to delivering high quality services.
- Develop mutually trusting relationships with people with dementia and their families to support person centred planning and ensure collaborative partnerships with everyone involved in the care.
- Support and develop the implementation of life story books in partnership with the person with dementia and their families.
- Deliver a high standard of personalised and person centred support to people living with dementia, working to achieve good outcomes for each person.
- Assist the Day Service Manager to manage referrals for the day service, ensuring the provision of high-quality individual assessments and personalised support planning and service provision, ensuring families and/or carers are included.
- Organise and facilitate reviews for the people we support in line with organisational policy and Care Inspectorate registration requirements.
- Support the implementation of high-quality individual assessments and contribute to personalised support planning and service provision, ensuring families and/or carers are included.
- Contribute to reviews for the people we support, taking a responsibility to raise any concerns and provide regular updates to the Day Services Manager.
- Contribute to evidencing, reviewing and continually improving the quality of the services and participate in internal audit and Care Inspectorate inspections.
- Supporting people living with dementia and carers to achieve good outcomes using a range of therapeutic interventions, resources and activities as appropriate.
- Maintaining records of those using the service, including evidence of outcomes, in line with organisational standard and quality.
- Work with the Day Service Manager to ensure safe practice and high-quality delivery of each of our services in line with the organisation's Quality Guarantees.
- Be responsible for ensuring your practice, knowledge and learning is maintained at a required level, by attending at all mandatory and other learning events and opportunities, delivered in person or online learning through the Skills Development Hub.
- Achieve and maintain the required knowledge, skills, learning, professional development, and Promoting Excellence Framework standard to meet Alzheimer Scotland's Quality Guarantees.

## **Other responsibilities**

- Ensure Health and Safety is actively monitored and implemented and identify and manage risk in line with Alzheimer Scotland's operational guidance.
- Use IT systems appropriate to the role, including Microsoft Office suite, ALIS (intranet), and iTrent (HR and People system) and ensure all required measures relating to the safe and secure use of sensitive and personal data are adhered to at all times.
- Actively collaborate with peers and colleagues both internally and external to the Charity, as appropriate to the role, in developing positive working relationships and collaborative, flexible approaches.
- Operate within the context of all Alzheimer Scotland policies and procedures.
- Participate fully in team meetings, learning and development opportunities and CPD/ CPL activities, and personal review and appraisal meetings.
- Adopt and maintain a positive approach in supporting, contributing to, and enabling effective employee voice.
- At all times adopt a positive approach to Alzheimer Scotland's commitment to building a diverse, inclusive and representative Charity in all aspects of our work and seek to remove any barriers, wherever possible, to enable and encourage diverse and inclusive practice and participation.
- Actively support and promote the integration of volunteer activity and effective volunteer voice.
- Work flexibly and undertake any other appropriate duties commensurate with the general remit of the role, as required.

## **General**

This job description remains subject to review by the Charity at any time and does not form part of the postholder's contract of employment unless explicitly stated.

**Reviewed: September 2024**

## Person Specification

### Day Services Practitioner

This person specification should be read with the above job description for the post of Day Services Practitioner. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate:

	Essential	Desirable
A relevant Practice qualification at SCQF Level 6 such as SVQ 2 Social Services and Health care or equivalent.	X	
Knowledge and understanding of the Health and Social Care Standards and SSSC codes of practice		X
Knowledge/ experience and understanding of the Care Inspectorate and their role in registered services		X
Understanding of person-centred planning, assessment, the review process and contributing to assessments and support planning.	X	
Understanding the benefit of high quality, evidence based therapeutic activity, ongoing evaluation, quality assurance and continuous improvement	X	
Understanding and/or experience of working with, or supporting people living with dementia and their families	X	
Understanding and knowledge of dementia, mild cognitive impairment and Brain Health	X	
Understanding of and engagement with the wider context of your work and the overall vision of Alzheimer Scotland		X
Able to communicate, negotiate and collaborate effectively with people with dementia, their families and carers	X	
Good interpersonal and communication skills both verbal and written	X	
Good organisational skills and proven ability to manage own time and workload	X	
Competent in the use of Microsoft Outlook and IT systems	X	
Full and valid driving licence and access to a vehicle during working time		X