

Job Description

Job title:	Senior Huntington's Disease Specialist
Division:	Specialist Services
Responsible to:	Head of Specialist Services
Hours:	18 (part time)
Location:	Dumfries and Galloway
Salary:	£37,103-40,389 pro rata

Role purpose

As a member of the Scottish Huntington's Association multidisciplinary team, you will facilitate quality care for individuals and families impacted by Huntington's disease. This is achieved through assessment, planning, coordination, implementation and signposting to appropriate agencies/professionals. As such, you will be expected to manage a complex caseload.

You will also work with the Head of Specialist Services to develop and enhance the service.

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

You **must** be a full member of a professional body relevant to qualifications and able to work within the scope of registration guidelines.

Duties and responsibilities include:

- Providing structured and individualised care management, specialist assessment and emotional support through home visits, by telephone and video calls as appropriate to individuals and families affected by Huntington's disease in Dumfries and Galloway.
- Supporting individuals and families impacted by Huntington's disease through a psychosocial approach.
- Signposting to, and liaising with, NHS services, Health and Social Care Partnerships, care homes, local authorities, and other agencies to help ensure clients have appropriate and informed care and support.
- Consulting with internal and external professionals to help individuals access the services to which they are entitled e.g. advocacy, respite, welfare rights community and health services.
- Delivering advice and training sessions to staff working in the NHS, Health and Social Care Partnerships, local authorities, care homes, and other relevant agencies to increase awareness and understanding about Huntington's disease and the work of Scottish Huntington's Association.

- Facilitating and supporting regular peer support opportunities for individuals impacted by Huntington's disease and their family members. These include carer groups and symptomatic support groups.
- Managing the local service effectively, including its day-to-day running.
- Responding to crisis situations which could involve clients, colleagues or be related to environment.
- Facilitating joint visits to service users who exhibit severely challenging behaviour or to impart unwelcome news.
- Facilitating quarterly management meetings and produce all relevant reports.
- Liaising with local colleagues, keeping them abreast of activities at a local, regional and national level.
- Increasing awareness about the needs and challenges facing individuals, families and care providers through the provision of education and information.

Key Relationships

Internal:

- Head of Specialist Services
- HD Specialists
- Youth Service
- Financial Wellbeing Service
- Communications Team
- Finance
- Income Generation Team

External:

- HD Clinical Lead
- Local NHS and Health and Social Care professionals
- Care home and other agency staff

General duties

- To collaborate with Scottish Huntington's Association staff members and external stakeholders to foster strong working relationships.
- To promote shared ownership of the local service, its ethos, policies and practices.
- To establish and maintain positive connections with clients, partners, external agencies and the general public.
- To adopt a positive approach to personal and professional development, engaging in monthly one-to-one meetings and an annual performance review.
- To be aware of, and act on, relevant health and safety responsibilities as an employee of Scottish Huntington's Association and adhere to these wherever you are working.
- To maintain confidentiality in all areas of work at Scottish Huntington's Association.
- To fulfil any additional duties that fall within the scope and purpose of the position as requested by your line manager.

Research and development

- Participation in the production of educational literature about Huntington's disease.
- Maintaining professional awareness about current trends and practices through appropriate training courses, study days and workshops.
- Participation in national training events.

Policies and procedures

- Ensure compliance with 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

- Supporting management and development of the service in collaboration with HD Clinical Lead and Head of Specialist Services.
- Contributing to strategic planning and development of appropriate health and social care services.
- Assisting and coordinating developments relevant to the Specialist Service function.
- Demonstrating leadership through contribution to regular staff meetings and projects.
- Undertaking surveys and audits as necessary for your own work and that of the Specialist Service.
- Informing and influencing strategic planning and development of appropriate Health and Social Services at a local level.
- Organising, managing and planning own caseload and diary.
- Taking accountability for own professional actions and to work autonomously.
- Accepting overall responsibility for case load management, prioritising need, managing clinics at a local level when necessary and running diary.
- Producing concerning the work and activities of the service, delegating appropriate responsibility when necessary.
- Developing clear understanding of the budgetary requirements and take responsibility for their management within the project.

Administration

- Maintaining full and accurate, confidential client records and reliable notes concerning the work of the Specialist Service within your area.
- Acting as authorised local signatory for agreed claims including travel and general expense claims.

General

- All applicants must be able to demonstrate the right to work in the UK.
- The post will be subject to a six-month probationary period.
- Out-of-pocket expenses including travel and mileage allowances will be paid on receipt of appropriate claim forms and invoices/receipts.

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 conducted in a way that promotes equality of opportunity, dignity and respect for all individuals, consistent with the Scottish Huntington's Association 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.

July 2025