



JOB SPEC- PRACTISE POSTS

COMPANY INFORMATION	
COMPANY NAME	SUPPORTING POSITIVE PATHS CIC
SERVICE	ADULTS
LOCALITY LOCATIONS	EDINBURGH/ EAST Lothian Resource Spaces, Community & Home Based
REPORTS TO	MANAGERS OWNER BUSINESS MANAGER
POST DESIGNATION DESCRIPTION APPLIES	PROBATION PRACTITIONER SUPPORT PRACTITIONER SENIOR PRACTITIONER
ANNUAL SALARY	SALARY RANGE: £12.75- £15 PER HOURS

PERSON SPECIFIC	
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	Experience and willing to gain qualifications
EXPERIENCE	
GROUP BASED	Facilitating groups, managing challenges of groups, meeting needs of individuals within group settings. Loan working within the group setting
ADDITIONAL SUPPORT NEEDS	Experience of supporting children, young adults or older adults with Additional support needs including physical, sensory, learning and emotional needs.
1:1 SUPPORT/ LOAN WORKING	Some Elements 1:1 support in the community, enabling members receiving 1:1 to access the group setting. Loan working with 1:1 members in the community
KNOWLEDGE & SKILLS	
MEETING INDIVIDUAL OUTCOMES	Awareness of individuals within a group and meeting individual needs Report changes needed to ACCESS Support Plan or other working document on ACCESS. Report ALL incidents, accidents and concerns related to individuals TO ON CALL Manager and record in ACCESS. .
PERSON CENTERED APPROACH	Consider each individual's own specific needs, goals, family, culture and adapt approaches to meet these.

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	ACCESS to record Member observations daily, Note of concerns as they arise and report (see above), Incidents report via on call and ACCESS. Undertake key worker role to include report writing. Attend members' reviews.
PROFESSIONALISM	
PROFESSIONAL PLATFORMS	Adhere to platforms used to support your practise.
POLICY AND PROCEDURES	Reading and follow in QCS PLATFORM
INDIVIDUAL & ABILITIES	
INDIVIDUALS HOBBIES	Staff are welcome to bring their own skills and interest to the role- speak with managers to implement.
CHAMPION / GUARDIAN/ MENTOR	Become a 'champion' in an area of interest or skill. This could be as examples: <ol style="list-style-type: none"> 1. Health & safety at work 2. Mental health at work 3. Dignity champion 4. Infectious control 5. WHISTLEBLOWING PERSON
SENIOR DESIGNATION	Promotion to senior role based on following criteria: <ol style="list-style-type: none"> 1. Gained SVQ 3 qualification or applied to undertake. 2. Performance record over past 12 months demonstrates good practise. 3. Demonstrates excellent team work. 4. Ability to support new staff with knowledge and information to meet members needs- person centred approach to your practice. 5. Following company values consistently. 6. Provide new staff with support settling into the company and role. 7. Meet all quality indicators at level 3 or above consistently- these not applied yet will in 2025.
WORK RELATED PERSONAL QUALITIES	
ESSENTIAL QUALITIES	Team working, patience and consideration of others. Motivated and driven to provide safest and enriching experiences for individuals.
ESSENTIAL UNDERSTANDING	Desire to provide those with ASN to reach their potential, challenges the barriers and experience best quality of life experience that can be achieved.
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:	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	
OVERVIEW:	Follow 'overview' of support for members ON DRIVE
MEMBER SUPPORT	Meet the individual members Needs based on Support Plans and shared information.

ACCESS	<ul style="list-style-type: none"> • use this for all information related to members and how to meet their needs & record. • Keep members safe from harm - ACCESS for Risk Assessment or request if required. • ACCESS: follow support plans to meet physical and mental needs of members. • ACCESS & ON CALL (07903962450) report all incidents and record all Note of concerns. • ACCESS: to record member progress, general observations and concerns.
PRACTISE OVERVIEW	Document with links to all staff professionally and day documents.
PLANNING:	<ul style="list-style-type: none"> • develop planning and follow member goals. • PLANNING AND GROUPS: Facilitate individual members in a group setting of 2 - 4 member.
TRAINING:	<ul style="list-style-type: none"> • Monthly mandatory training and seek training required.
SSSC: CODES OF PRACTISE	<ul style="list-style-type: none"> • must use it to guide your practice with members and know the support your employer is to provide.
SUPERVISION & APPRAISAL	<p>Supervision: will receive 4 x face to face supervision per year. Team meetings/supervision monthly, request as required.</p> <p>Appraisal: Annually on the anniversary of probation being passed.</p>
COMMUNICATION	Share via established communication means to ensure best practise, safe practise for staff members and sharing with managers and families.
POLICY & PROCEDURES	Keep up to date and apply policy and procedures to practice.
COMMUNICATIONS	
ACCESS	Staff will be set up on their device, secure platform with all members plans, risk assessments, record, observation and all aspects of document needed to meet members needs.
WHATSAPP	Daily communication between team members- no second names to be used and all whatsapp 'groups' will have 7 days to disappear on.
DRIVE/ PRACTISE OVERVIEW	<p>Location for staff related documents including staff team meeting minutes, staff guides and links to reading and useful information.</p> <p>Location for overview and member planning.</p>
EMAILS	Staff will be allocated an email for any work related communications. Staff will be sent supervision notes, appraisal and individual document to their email.
PHONE	<p>Staff will record the on call number on their phone: 07903962450. This must be called on voice call NOT whatsapp as there is often a diver on which only works with voice call.</p> <p>Staff will also record the Named manager (Kim Turner) no.07590430873</p> <p>Staff will record their service mobile number:</p> <p>LIFE 07903962500</p> <p>ONWARD 07590430866</p>
TRAINING, READLING & RECORDING	
MANDATORY	TRAINING MATRIX MONTHLY TRAINING ALL STAFF NEED TO ATTEND AND ACHIEVE.
MEMBER SPECIFIC TRAINING	TRAINING TO ALLOW STAFF TO HAVE THE SKILLS TO MEET MEMBERS INDIVIDUAL NEEDS.
QSC: QUALITY COMPLIANCE SYSTEM	MONTHLY POLICY READING AND ANY ADDITIONAL READING DIRECTED TO MEET MEMBERS NEEDS, KEEP STAFF SAFE AND HAVE UPDATES ON AREAS RELATED TO SOCIAL CARE OR EMPLOYMENT.
MY SSSC	APP FOR SSSC REGISTERED STAFF (ALL) TO RECORD CONTINUED PROFESSIONAL DEVELOPED AS REQUIRED BY SSSC FOR YOU REGISTRATION.
TRAINING RECORD/PASSPORT	STAFF CAN ACCESS AND ADD INFORMATION ON TRAINING SO HAVE A RECORD IF MOVE ON TO OTHER ROLES.

