**Job description**

Inverness Housing Support Service

**Senior Social Care Practitioner**

BACKGROUND
Centred is a progressive charitable company based in the Highlands. Our principles are based on recovery, inclusion and independence for service users. Our Head Office is based in Inverness and we provide services across Caithness, Easter Ross, Inverness and Lochaber. In Inverness, we also have a Recovery Centre, which provides accommodation for up to 23 service users experiencing significant and enduring mental ill health. While the delivery of mental health support is our primary service we also deliver Care at Home Services in Caithness and Nairnshire.

**LOCATION:**Inverness Support Services

**REPORTS TO:** Health and Social Care Manager

**REMIT:**Provision and development of person-centred domiciliary support services provided in and around Inverness. The post holder is expected to promote service delivery in a warm, supportive atmosphere in which service users are encouraged to manage their own lives through the values of independence, inclusion and recovery, and person-centred planning. To enable this provision the Senior Social Care Practitioner will work in partnership with the Community Service Manager and the Assistant Community Service Manager and to ensure the appropriate support and development of all staff, service users and volunteers within their service in line with SSSC, Care Inspectorate, and legal requirements, and in line with the Centred ethos and policy and quality framework. The Senior Social Care Practitioner will also be responsible for the development of further innovative approaches and initiatives to ensure a viable and sustainable service is maintained in that area.

**SALARY:**£25,545.00 - £27,885.00 pro rata. The post holder will be required to participate in the on-call rota and will receive additional payments for this.

1. JOB ROLE

To optimise usage of any support hours commissioned within our services, ensuring that these are used to the maximum benefit of service users.

To ensure that staff, service user and carer participation is maximised and support meaningful input to Care Inspectorate self-assessments, service user and stakeholder surveys and supporting a co-production approach where this will lead to service improvements.

To support the process of service user reviews of each service user within the required timeframe.

To support clear staff management and direction to all staff, including relief staff and, volunteers working in the service and students placed there and to support their ongoing training, learning and professional development using relevant methods and approaches in line with professional guidance.

Provide mentoring for the team of Support Workers, particularly those who have recently joined the service or are experiencing challenges in the work.

The list of duties in this job description is not intended to be exhaustive but highlights a number of the major tasks of the post. You may be required to undertake additional duties, which might reasonably be expected of you and which form part of the function of the post.

**2. STANDARDS OF PRACTICE**

The post holder will be personally responsible for registering with the SSSC, for maintaining their registration, and complying with any requirements relating to registration set out by SSSC, including any training requirements. The post holder has a personal responsibility as a social care worker to adhere to SSSC codes of practice, and these can be seen at: www.sssc.uk.com.

The post holder must also take personal responsibility for being familiar with and implementing the quality areas outlined by the Care Inspectorate, and the relevant National Care Standards that are based on: Dignity, Privacy, Choice, Safety, Realising Potential, and Equality and Diversity. In addition, the post holder has a personal responsibility to deliver the service in line with the principles of Self Directed Support.

As a Senior Social Care Practitioner within Centred, the post holder must also represent and uphold the responsibilities placed on an employer by the SSSC and take responsibility for being fully aware of what this involves.

**TEAM LEADER PERSON SPECIFICATION**

**ATTRIBUTES**

**1. Qualifications**

SVQ 2 in Health and Social Care

PDA qualification in Medication Administration or be willing to obtain this.

**2. Work Experience and Management**

Direct experience in the delivery of domiciliary services in line with SSSC, Care Inspectorate and other legal requirements

Sound knowledge of current care philosophies,

Have a sound knowledge of work-related practices to reduce the risks of COVID-19 transmission

Use of quality assurance tools

**3. Skills Abilities Knowledge**

Ability to manage and delegate work.

Effective administrative skills.

Skilled in report writing.

Basic IT skills to include ability to deal with reports, email, intranet, and internet

Knowledge of health and safety at work regulations.

Knowledge of, and commitment to, valuing diversity, equal opportunities and related practices to support this.

**4. Circumstances**

Able to undertake on call, weekend and evening work.

A full driving licence, access to vehicle with business insurance

**8. Commitment**

Commitment to undertake relevant training courses and attend meetings, including outside the Highland area as appropriate.

Willingness to stay overnight occasionally in other locations for courses/meetings if required

Willingness to be adaptable to ensure that service needs are met including at short notice on occasions.

Job Types: Full-time, Permanent

Salary: £23400- £25350 pro rata