



JOB DESCRIPTION AND PERSON SPECIFICATION

Inverness Support Service Social Care Worker/Practitioner

BACKGROUND

Centred is a progressive charitable company based in the Highlands that supports people through mental ill health towards mental well-being. Our services are currently based in Easter Ross, Lochaber, Inverness and Caithness. In Inverness we also have a recovery centre, which provides accommodation for up to 23 service users.

LOCATION: Inverness Support Service

REPORTS TO:

The Community Services Manager/ Assistant Community Services Manager who will provide supervision and encourage a professional staff development programme.

SALARY: £23,400.00 - £25,545.00 (£12.00-£13.10 Hourly)

HOURS: 37.5 Hrs/week

JOB SUMMARY

The Social Care Worker/Practitioner will be expected to maintain a warm, supportive atmosphere in which service users are encouraged to manage their own lives through the values of inclusion and recovery.

This includes providing service users with opportunities for personal growth and development, lifelong learning, and maintaining and/or building active links with the community. The service users' rights to privacy, choice, safety, dignity, equality, and realising potential must be upheld.

The Social Care Worker/Practitioner may also be asked to undertake other tasks as required and as appropriate to the post holder's skills.

KEY TASKS

SERVICE PROVISION

- To establish a supportive relationship with each service user.
- To support service users to live an active, independent lifestyle while on their journey to recovery helping to sustain their tenancy, access the financial support they are entitled to, develop their social skills and enable them to exercise choice in living their life.

- To encourage service users to take their medication and where appropriate for some individuals to support in the administration of this.
- To be involved in individual plans for service users and ensure that methods of working contribute to the success of these plans.
- To complete monthly summaries with service users and maintain other records and provide information for service users' reviews.
- To liaise with other professionals involved with service users and to involve other professionals in times of concern.
- To be involved in regular, on-going assessments of service user needs – ensuring that individual's support plans are implemented in practice in line with assessed needs and service user choice
- Advise the Manager/Assistant Manager of any changes in service user needs, which may affect support hours.
- To be familiar with the agreed aims and objectives of the service and to be able to put them in practice.
- To be accountable for your own actions and personal and professional development and to complete agreed training within an agreed timescale.
- 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.

GENERAL

To assist the Community Services Manager/Assistant Community Services Manager to support volunteers and students on placements as required.

PERSON SPECIFICATION

Attributes		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Willingness to undertake and achieve SVQ Social Services and Health Care Level 2. which is a requirement of SSSC registration. 	<ul style="list-style-type: none"> • SVQ Social Services and Health Care Level 2.
Work Experience		<ul style="list-style-type: none"> • Previous experience of working in health and social care. • Knowledge of mental health

		<p>issues and mental health recovery.</p> <ul style="list-style-type: none"> • Work experience which has enabled candidate to develop transferrable skills.
Skills and Knowledge	<ul style="list-style-type: none"> • Commitment to engaging with mandatory training and other learning opportunities. • Basic computer skills- Word documents, use of email communication. • Good time management 	<ul style="list-style-type: none"> • Knowledge of mental health issues and mental health recovery. • Knowledge of Health and Safety at Work regulations.
Interpersonal Skills	<ul style="list-style-type: none"> • Good standard of verbal and written communication skills. • Ability to work effectively as part of a team • Ability to develop positive therapeutic relationships with service users whilst maintaining professional boundaries. 	
Personal Qualities	<ul style="list-style-type: none"> • Professional integrity • Awareness of own values, strengths and weaknesses. • Willingness to seek support and guidance from more experienced colleagues. 	
Health Attributes	<ul style="list-style-type: none"> • Good physical and mental health and the understanding 	

	of the need to maximise health in relation to Codes of Practice.	
Circumstances	<ul style="list-style-type: none"> Ability and willingness to work flexibly as required to meet the needs of the service. 	<ul style="list-style-type: none"> Full driving licence and access to own vehicle

STANDARDS OF PRACTICE

The post holder will be personally responsible for registering with SSSC, for maintaining their registration, and complying with any requirements relating to registration set out by SSSC, including any training requirements. 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.

SUMMARY OF TERMS AND CONDITIONS

The post holder will hold a current and satisfactory PVG scheme membership or will secure this prior to commencement in post.

The post will be offered subject to two acceptable references and health clearance.

Every job description will be subject to review on At least an annual basis.