

## **SUPPORT PRACTITIONER JOB DESCRIPTION**

### **Job Title**

Support Practitioner

### **Salary and Hourly Rates**

#### **Salary**

- £27,776.60 per annum for unqualified staff working a 39-hour week
- £29,304.60 per annum for qualified staff working a 39-hour week

#### **Hourly rates**

- £13.45 per hour for unqualified staff
- £14.45 per hour for qualified staff

### **Job Context**

We work with around 170 people in their communities, providing over 8,000 hours of support each week. In addition, we offer respite care from premises in Dalkeith and Tranent.

Most of our work is in East Lothian and Midlothian, where we employ over 300 staff who:

- Support people to manage or overcome challenges and lead rich and varied lives.
- Make sure their support meets the needs and wishes of the people we work with.
- Identify the abilities, knowledge and skills of the people we work with and help them realise their potential.
- Enable the people we work with to be independent and encourage them to play an active part in their community.
- Collaborate with organisations which can help us make more of a difference to the people we work with.

Our care and support is underpinned by national Health and Social Care Standards, which set out what people should expect when using social care services in Scotland. The standards seek to provide better outcomes for everyone, ensuring that people are treated with dignity and respect and that their basic human rights are upheld.

#### **We enable the people we support to:**

- Have a visible presence in their community
- Be active participants in their community
- Make a recognised and value contribution to their community
- Have choice and control in their lives
- Develop their abilities and skills

We pride ourselves on providing consistent and reliable services, where as a Support Practitioner you will have the opportunity to support various individuals, gaining valuable experience and enriching the lives of many.

ELCAP, Suite One, Ground Floor, Hercules House, Station Road, Eskmills, Musselburgh, East Lothian, EH21 7PQ

Tel: 01875 814 114 Email: [enquiries@elcap.org](mailto:enquiries@elcap.org) [www.elcap.org](http://www.elcap.org)

ELCAP is a Scottish charity (SC003159) and a company limited by guarantee (SC116745). We are registered with the Care Inspectorate.

## **Job Purpose**

The purpose of the job is to assist people ELCAP supports with all aspects of daily living, enabling them to do the things that matter to them and achieve their full potential.

## **Specific Duties and Responsibilities**

### ***Improving lives***

- Safeguarding people from harm or self-harm to their wellbeing, property, rights and other interests, reporting any incidents or issues.
- Supporting people to achieve their goals, equipping them to make the most of their assets and overcome barriers.
- Enabling people to live as independently as possible, with only the support they require.
- Empowering people to have choice and control in their lives and make decisions for themselves. Where people are unable to make decisions for themselves, you will liaise with guardians and independent advocates.
- Identifying people's preferred methods of communication, working with them to improve skills and understanding.
- Supporting people to maintain their tenancy, helping them to carry out household tasks, manage their money and pay household expenses.
- Providing intimate personal care, ensuring that people's comfort, dignity and privacy are maintained at all times.
- Administering medication, supporting people to plan and attend health appointments and liaising with health professionals.
- Equipping people to make informed choices about their health and wellbeing, taking account of diet, exercise, lifestyle and mental and physical health.
- Assisting people to plan, prepare and cook healthy meals, providing assistance with eating and drinking, if required.
- Developing people's ability to deal with difficult or emotional issues and encouraging positive behaviours.
- Enabling people to make and maintain relationships with family and friends.
- Assisting people to pursue hobbies, interests and sports and participate in the wider activity of their community.
- Working with colleagues to ensure people enjoy consistency, continuity and quality in their support.

### ***Planning, recording and reviewing support***

- Co-producing support plans which describe people's assets and needs, include information on their interests and key people in their lives, and set out clear personal outcomes.
- Keeping all paperwork up to date, ensuring people's support plans are accurate and up-to-date and are based on their views and wishes.
- Enabling people to attend and participate in reviews of their support and encouraging them to give feedback about the service they receive.
- Identifying and implementing improvements to people's care and support.
- Participating in reviews of the quality of ELCAP's services – for example, with the Care Inspectorate or local authorities.

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### ***Maintaining professional development and meeting standards***

- Ensuring you are registered with the Scottish Social Service Council (SSSC) within six months of starting work with ELCAP.
- Undertaking and recording post registration training and learning.
- Achieving Scottish Vocational Qualification (SVQ) 2 in Health and Social Care at Level 6 of the Scottish Credit and Qualifications Framework (SCQF).
- Participating in learning and development opportunities within ELCAP, including staff seminars and role-specific training.
- Demonstrating ELCAP's values, complying with the Health and Social Care Standards and SSSC Code of Practice for Social Service Workers.

## **Person Specification**

### ***Essential***

#### **Commitment to:**

- Providing high quality care and support.
- Delivering asset-based, person-centred services.
- Enabling people to lead rich and varied lives.
- Demonstrating ELCAP's values.
- Asserting equalities and human rights.

#### **Ability to:**

- Provide support to people affected by a range of learning disabilities and mental and physical health problems.
- Relate well to people with a range of backgrounds, beliefs, experiences and lifestyles.
- Administer medication safely.
- Support people to manage their personal care, including personal hygiene, toileting, washing and dressing.
- Provide safe moving and handling for people and manoeuvre and push wheelchairs safely.
- Support people to maintain their tenancy, assisting them with household tasks, managing their money and paying household bills.
- Assist people to plan, prepare and cook healthy meals
- Participate with people in their hobbies, interests and sports and in the wider activity of their community.
- Equip people to learn new skills or develop existing skills
- Ability to manage conflict and support people who are at risk of behaviour that challenges.
- Work without supervision, drawing on initiative, resilience and resourcefulness.
- Work independently in the community and as part of a team.
- Work in partnership with families, health professionals and social work staff with an interest in people ELCAP supports.
- Write routine plans and reports and record information clearly.

**Willingness to:**

- Work flexibly across the day and over the week to meet people's needs and preferences. Shift patterns will include evening, overnight and weekend work.
- Become a member of the Protecting Vulnerable Groups (PVG) scheme.
- Register with the Scottish Social Services Council (SSSC) within 3 months
- Achieve Scottish Vocational Qualification (SVQ) 2 in Health and Social Care.

***Desirable***

- Experience of working in a health or social care environment.
- Experience (paid or unpaid) of supporting people affected by learning disabilities or mental or physical health problems.
- A clean driving licence and the ability to drive a car at work, when required.

**Key Relationships**

- People supported by ELCAP
- Families, health professionals and social workers with an interest in people ELCAP supports
- Support Practitioners in team and locality
- Operational Lead for locality

**Accountability and Line Management**

The post holder will be accountable to the Operational Lead for their locality and will be line managed by her or him.

**Location**

The post holder will work in the homes and communities of people across East Lothian and Midlothian who are supported by ELCAP.

ELCAP's offices are at, Suite One, Ground Floor, Hercules House, Station Road, Eskmills, Musselburgh, East Lothian, EH21 7PQ

**Probationary Period**

All new staff are required to serve a probationary period of six months.