

NHS HIGHLAND

JOB SPECIFICATION

SERVICE:	Social Work Services
POST DESIGNATION:	Self Directed Support Officer
GRADE & SALARY:	HC0735 appointment will normally be made at first point of the scale
LOCATION:	Inverness
REPORTS TO:	Self Directed Support Social Worker and SDS Lead
JOB PURPOSE:	To help to promote the implementation of the Social Care (Self-directed Support) (Scotland) Act 2013, in Highland. In particular, the post-holder will support the implementation of the new Payment Card (Pre-paid Card) for people in receipt of Direct Payments in Highland.
ACCOUNTABILITIES:	<p>Coordinate Service Delivery</p> <ul style="list-style-type: none">▪ Promote understanding of Self-directed Support in Highland.▪ To provide detailed information and assistance to service users, carers and professionals. The information will be general information regarding Self-directed Support, as well as specific to the Payment Card process.▪ To play an active role in reviewing and updating the policies and procedures of SDS.▪ Assist staff to set-up and monitor Self-directed Support packages.▪ Ensure that the care-arrangements funded through Self-directed Support are supported by good working relationships with service users, their parents, carers, support networks and/or any other person(s) who may play a significant part in the individual's life.▪ Work in partnership with service users, carers, community groups and professionals to consider how Self-directed Support may help meet their needs, life goals and ambitions.▪ Ensure that information regarding Self-directed Support, including the Payment Card process is widely available to the public and professionals. This will include employing various forms of communication – face to face meetings, verbal, written and the delivery of information sessions. <p>Administration and Finance</p> <ul style="list-style-type: none">▪ Responsible for ensuring that service users are aware of all the responsibilities involved in receiving Self-directed Support, including the Payment Card responsibilities.▪ Work closely with Business Support and SDS Administration to ensure that financial packages are correct on the system for set-up, recording and monitoring of SDS. This includes using a spreadsheet and ability to input and analyse data. <p>Training and Support</p> <ul style="list-style-type: none">▪ In conjunction with the Social Worker / Project Manager for the Payment Card, develop and deliver training sessions on the Payment Card and Self-directed Support in Highland.▪ Work creatively with community organisations to provide support to recipients of Self-directed Support, including problem solving and ability to seek solutions to the new Payment Card system.

HEALTH AND SAFETY:

Health and Safety is an integral part of any role within NHS Highland. As such we would expect that all employees:

- Be familiar with Violent Incident and accident reporting procedures and comply with them
- Undertake a continual programme of Risk Assessment in relation to their role within NHS Highland
- Have an understanding of the importance of Health and Safety in the workplace, and familiarise themselves with NHS Highland's Health and Safety Procedures.

The terms and conditions attached to the post are those applied to Adult Social Care transferees from the Highland Council

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Person Specification

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Job Title:	Self Directed Support Officer
Location:	Inverness
Date:	October 2017

Essential Competencies

1. Possession of a degree level qualification in an appropriate discipline e.g. social work, nursing, teaching or occupational therapy. Exceptionally, an applicant may be able to demonstrate appropriate qualifications and experience to meet the requirements of the post.
2. A thorough knowledge of relevant legislation, policy and good practice in relation to Self-directed Support.
3. Ability to establish and maintain effective working relationships with service users, their parents, carers, with support networks and providers.
4. Excellent written and verbal communication skills.
5. Ability to understand and interpret statistical data.
6. Ability to act on own initiative and collaboratively as part of a Project team.
7. Ability to problem solve, negotiate and follow up matters.
8. The possession of I.T. skills
(including Excel, Word and Outlook)
9. Ability to organise and plan activities to meet reporting deadlines and schedules.
10. You will be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the Service