

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Health and Wellbeing Assistant

**Post Band:** 3B

**Responsible to:** Health and Wellbeing Co-Ordinator

### JOB PURPOSE

- To support in the running of therapeutic programmes for individuals and groups of people we support within the professional framework provided by the Therapists. To work alongside the Allied Health Team for two days per week to provide prescribed therapeutic input as designed by the Physiotherapist.
- To undertake related administrative duties
- Guide and motivate people we support to take part in meaningful activities both in their home and in the local community
- Spend individual time with supported people, care staff and relatives to create personalised activities that engage them and reflect their interest and hobbies.
- Provide direct support to people that meets their individual needs through a wide and varied activities programme tailored to individual preferences.
- Be creative with further activities to push the boundaries of the typical activity programme.
- Assist the Health and Wellbeing Co-Ordinator in developing community links with local groups and to arrange and attend trips and excursions with varied destinations and purposes and to involve people we support in activities in the wider community.
- Work with the Health and Wellbeing Co-Ordinator to contribute to practice guides in order to encourage and support positive change in how health and wellbeing for people we support is managed within services.
- Work with the co-production leader and other key individuals on Our Inclusive Community Project, helping to embed best practice in residential services and to support service representatives and Health and Wellbeing Co-Ordinator to discuss and influence active support and any other direction of change.

### UPPER SPRINGLAND

Upper Springland aims to enable people with a range of disabilities to lead their lives to the full by accessing specialist facilities and services whilst also using community facilities where appropriate. The service provides support 24/7 to the customer and consists of:

- Annaty, Tayview, Rosiebank and Tummel who support up to 57 residents and 2 respite
- the Studio which is the day service.

### JOB INFORMATION

#### ***Communication & Relationship Skills***

To communicate effectively using a variety of methods to suit the needs of the customers and their families

To exchange information with colleagues, customers and their families relating to conditions and associated interventions requiring diplomacy, empathy & reassurance

#### ***Knowledge, Training & Experience***

To carry out a range of work procedures and practices from practical knowledge.

Knowledge and experience acquired through in-house training and/or short courses, plus knowledge of specific therapies and activities acquired through training and experience.

***Analytical & Judgemental skills***

To support in assessing supported people's response to activities and help to advise on appropriate action e.g. alter programmes of activities after analysis of facts or situations

***Planning & organisational skills***

To organise and guide activities for supported people within a multi-disciplinary team including group and individual activities and therapies.

***Responsibility for Customer Care***

To be skilled in person centred support and contributing to creation of plans for individuals in meeting outcomes.

***Responsibility for Information Resources***

To ensure record keeping is suitable and kept up to date.

***Freedom to Act***

To work within established guidelines and standard operating procedures along with regular instructions and support from the relevant therapists, Health and Wellbeing Co-Ordinator, Co-Production Leader and Operations Manager.

The role will involve some lone working.

***Emotional Effort***

To be able to deal with potentially distressing and/or emotional circumstances which may include supporting people with complex learning and life limiting conditions, emotional and behavioural needs, and sensitive staffing issues

***Other***

To identify and participate in required training relevant to the role

To ensure high standards of service delivery through the consistent application of recognised standards and established policies, procedures and practices

To work in a safe and effective manner at all time

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.

**ESSENTIAL KNOWLEDGE & EXPERIENCE REQUIRED**

- Knowledge, skills and experience or relevant HNC/SVQ3 qualification or willingness to work towards this and a willingness to participate in future skills development.
- Knowledge of Moving and Assistant practices.
- Knowledge of specialist communication aids, switches and alternative access to communication.
- Experience of working with adults with learning and/or physical disabilities.
- Ability to work on your own and flexibly as part of a team.
- Excellent communication skills