**JOB DESCRIPTION**

1. **Job Details**

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| **Job Title** | Health & Wellbeing Practitioner | **Line Manager** | Health and Wellbeing Manager |
|  |  | **Salary** | £24,506 |
| **Department** | Health & Wellbeing | **Directorate** | Health & Wellbeing |
| **Location** | Wighton House |
| **Hours** | 39 hours per week | **FTE** | 1.0 |

1. **Job Purpose**

The post holder will deliver one to one and group based self-management and/or self directed support for people living with long term condition(s) and/or disabilities. The post holder will develop their competence and practice to support people to achieve their personal outcomes using person centered, solution focusedand collaborative strengths based approaches.

With guidance from the health and wellbeing manager, the post holder will contribute to developing other Thistle workers, volunteers and paid peers by supporting them to develop their knowledge, skills and practice to build positive relationships and achieve the strategic aims of Thistle Foundation.

1. **Main Responsibilities**

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|  | **Description** |
| **1** | Use the ‘Good Conversations’ approach to help people identify their best hopes and to think creatively about how to plan and use support to achieve their personal outcomes.  |
| **2** | With support from the health and wellbeing manager contribute to the design and delivery of group based support using person centred, solution focused, and collaborative strengths based approaches as appropriate. |
| **3** | Work with the health and wellbeing manager to evaluate programs of support and design further bespoke one to one and group support where required. |
| **4** | Work with lead practitioners to help people develop meaningful relationships and engage in meaningful activities e.g. paid or unpaid work, hobbies, community groups |
| **5** | Engage in planning and development discussions through team meetings, supervision, reflective practice and the personal review and development process. Seek support from their manager where required. |
| **6** | Support the day to day work of other Thistle workers, volunteers and paid peer supporters as appropriate and agreed. |
| **7** | Identify own personal learning requirements and work with the health and wellbeing manager to plan and ensure that these are met via appropriate learning opportunities. |
| **8** | Monitor and report on aspects of service and/or project performance and quality such as personal outcomes and other evaluation indicators using agreed tools and processes at regular intervals.  |
| **9** | Contribute to auditing, monitoring and developing services and/or projects in line with key quality indicators as required. e.g:* Reviews of personal outcomes
* Feedback from people accessing services
* Complaints
* Medication records
* Risk assessments
* My Life, My Support Plan
* New staff completing their in-team induction
* Financial procedures
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| **10** | Liaise with administrative staff to ensure effective and efficient coordination and scheduling of work activities |
| **11** | Carry out work in line with Thistle’s Vision, Mission and Manifesto and in ways that are compliant with relevant legislation, policies and procedures. |

1. **Values into Action at Thistle**

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| **Required Qualities**  | **The post holder is expected to:**  |
| **We provide excellent service** | * Listen and learn what the customer/person we support wants and needs.
* Work together with customers/people we support, colleagues and external partners to meet expectations
* Set personal targets in line with the customer/person we support, team and organisation
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| **We are accountable** | * Deliver on promises to our customers/people we support and colleagues
* Stay focused
* Notice and celebrate successes, small and large
* Know and use appropriate best practice approaches, policies and procedures
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| **We build strong relationships** | * be genuine and respectful in all aspects of our work
* Listen to and understand other people’s views and find a basis to move forward
* Communicate in a clear way
* Actively encourage others to develop their abilities
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| **We seek continual improvement** | * Work with others to find ways to put improvements and learning into practice
* Are flexible, responsive and adaptable to change
* Reflect on the impact of our personal approach on others
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| **We use our initiative** | * Look for opportunities to provide a better service
* Look beyond common solutions & tried & trusted methods/ways of working
* Have a can-do attitude
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| **We positively influence others** | * Make connections and keep in touch with colleagues across the organisation
* Take responsibility to share our knowledge and good practice
* Be prepared to promote and explain our vision to others to raise awareness of Thistle’s work
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**5. Key Contacts and Relationships**

* Strategic leaders and directors
* Other professionals within external organisations
* Family members of individual/s or Advocates
* Supported Living Teams
* Other Thistle Staff and departments
* People we Support
* Health and Wellbeing Managers
* Thistle volunteers and paid peer supporters

**7. Dimensions**

* The post holder may work with a range of teams and individuals
* The post holder’s work normally takes place in a supported persons home, in Thistle offices or on the premises of other partners organisations e.g. other voluntary organisations, local authorities or the NHS
* This is a permanent position
* Significant travel/ work across Scotland may be required

**8. Job context and other related information**

* The job holder is expected to commit to continually developing a personal understanding of diversity and inclusion in line with the vision, mission and manifesto and strategic aspirations of the Thistle Foundation.

**9. Job Description Creation and Revision**

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| **Created** | Nov 2015 |
| **For Review** |  |
| **Reviewed**  |  |