

Peer worker tools

Developing your own SDS Peer worker post



Anatomy of an SDS Peer Supporter

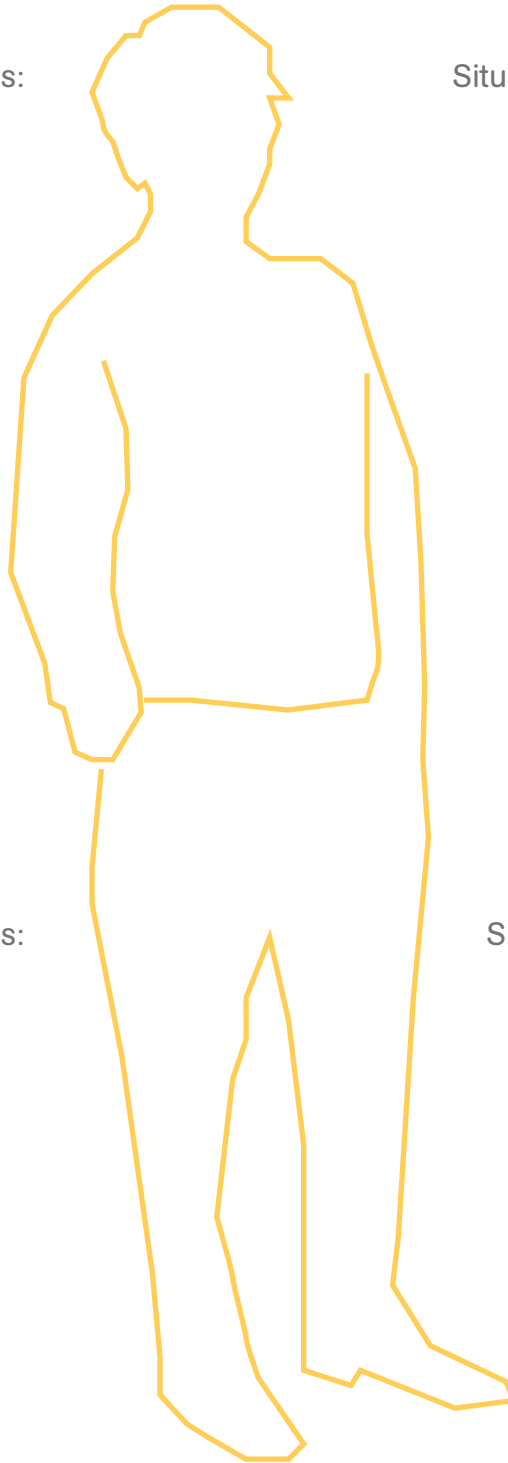
Pick 4 key values / skills you think our SDS Peer Supporters should have and describe a situation where they might need them.

VALUE / SKILL 1:

Situation when they might use this:

VALUE / SKILL 3:

Situation when they might use this:



VALUE / SKILL 2:

Situation when they might use this:

VALUE / SKILL 4:

Situation when they might use this:



PILOTLIGHT PROJECT

POST: PILOTLIGHT PEER WORKER (SELF-DIRECTED SUPPORT)

(parttime 21 hours per week, fixed-term to end June 2017)

REPORTING TO: SENIOR PRACTITIONER/ MENTOR

ACCOUNTABLE TO: SERVICE MANAGER

FULL TIME TERMS AND CONDITIONS: 35 days annual leave per year including 10 public holidays; pay rate £15,873 for FTE 37 hours/ £8.25 per hour

JOB PURPOSE:

1. Within the context of the Pilotlight project, to enable people who are accessing support and substance misuse services to be aware of and understand opportunities for choice and control through opting for selfdirected support.
2. Working with partners and host organisations to develop awareness of self-directed support as a viable and valuable option for this client group to a range of parties including: social work staff, health staff, the individuals using services, other service providers.
3. When individuals want to explore these opportunities and consider options, to enable people to identify the gaps and barriers they face in addition to the services they would like to access and to identify how self-directed support may assist them to address some of these barriers. To facilitate and assist people to develop and test out individual self-directed support budgets.
4. To challenge through undertaking this role, the notion, of people accessing substance misuse services and in or moving towards recovery being unreliable or incapable of being able to exercise choice and self-directed support budgets competently.
5. Using lived experience and the experience of own test budget to provide a a peer based supportive connection with people accessing substance misuse services.
6. To work towards de-stigmatising substance misuse recovery and to promote aspirations of recovery through enabling people in this process.

MAIN DUTIES AND RESPONSIBILITIES:

SERVICE DELIVERY

1. To directly provide individual person-centred discussion, encouragement and information in relation to self-directed support by talking with people who might wish to explore self-directed support as an option.
2. To provide clear explanations and describe what self-directed support means and the creative and personal options an individual might choose in an accessible and approachable manner.
3. To record who had contact with the self-directed support service and who has taken it forward and in which way.
4. To travel within the area assigned as well as attend and work from hubs/service and single points of access as required.

5. To deliver, with support, presentations around self-directed support to groups and individuals.
6. To meet and talk with a range of people about self-directed support in this client group.
7. To act as a role model to service users and ensure your conduct and practice is in line with this.

PROFESSIONAL PRACTICE

1. To be aware of and operate in compliance with the Scottish Social Services Council Code of Practice for Social Services Workers.
2. To participate purposefully in and take advantage of the opportunities for discussion afforded by Turning Point Scotland's staff induction, supervision and appraisal scheme and attend training identified by your line manager.
3. To be responsible, along with your line manager/mentor, for your own continuous professional development and identify any perceived 'gaps' in your knowledge or skills which require to be addressed through training, or other means.
4. To be responsible for your own good practice/conduct.
5. To work to maintain effective working relationships with colleagues, hosts /peers and to create an atmosphere for service users which is free from conflict, which includes good and timeous attendance at work as well as respectful, positive and open communication
6. To handle conflict or challenge in a respectful and professional way and pass on any issues you've experienced to your line manager/mentor straight away.
7. To ensure that you can demonstrate your continued suitability and capability to work with vulnerable adults or children by completing a PVG and health questionnaire assessment form and attending any follow up as requested. Also reporting any issues or allegations immediately that would be relevant to background checks should they arise during employment.
8. To make yourself familiar with and comply with Turning Point Scotland's Property and Equipment; Information Technology; Human Resources, Training; Finance and resources; Property and; Operational policies and procedures.
9. When required, to ask for support and assistance.
10. To raise quickly and fully any issues or concerns you have at work about: your own wellbeing especially if you feel that any part of the role is compromising your own recovery journey; conflict of interest or knowing people you are meeting again in the course of your duties.

RESOURCES MANAGEMENT

1. To input to and maintain accurate and complete records and time sheets.
2. To share information gathered during the course of work appropriately and as directed with other professionals within and outwith Turning
3. Point Scotland in compliance with the Data Protection Act and regulatory authorities' and other legal requirements.
4. To minimise expenses incurred by the Turning Point Scotland in the course of undertaking your duties.
5. To use your diary carefully and plan your time.

HEALTH & SAFETY

1. To be familiar and comply with Turning Point Scotland's Health & Safety policies and procedures and lone working policies.
2. To take action and inform your line manager immediately if there are any issues or concerns for yourself or others that might compromise the health, safety or wellbeing of any party.

COMMUNICATIONS

1. To promote Turning Point Scotland's aims and values at all times at the point of service delivery, in communications with colleagues and interfaces with other agencies.
2. To safeguard Turning Point Scotland's interests and the work to maintain and enhance Turning Point Scotland's reputation as a professional social care provider.
3. To have an underpinning message around promoting the positives of the recovery process in your communications.

MISCELLANEOUS

1. As this is a pilot project, to be flexible if the tasks alter during the course of the year and undertake any other duties or responsibilities as may be deemed appropriate to the post by your line manager/mentor (or other manager).
2. To provide clear explanations and describe what self-directed support means and the creative and personal options an individual might choose in an accessible and approachable manner.
3. To maintain professional boundaries in all areas including sharing of personal information, texting, social media, talking about or seeing anyone out with work that you see in the course of undertaking duties and maintaining the highest level of confidentiality.



PERSON SPECIFICATION

POST: PILOTLIGHT PEER WORKER (SELF-DIRECTED SUPPORT)
TURNING POINT SCOTLAND SERVICE SECTOR:

	CRITERIA WHICH IS ESSENTIAL FOR ALL CANDIDATES TO HAVE		CRITERIA WHICH IS DESIRABLE FOR CANDIDATES TO HAVE		ADDITIONAL CRITERIA WHICH WOULD BE ADVANTAGEOUS FOR CANDIDATES TO HAVE	
EDUCATION & QUALIFICATIONS	E 1	English standard grade or equivalent level of literacy	D 1	Has a strong understanding of Self Directed Support for this client group and the opportunities this can open up for individuals		
EXPERIENCE	E 2	Must have had personal experience of addiction/and be successful in own recovery	D 2	Must be able to demonstrate an understanding of the role of a Pilotlight Peer Worker	A 1	Has direct experience of supporting, advising or providing information to others
			D 3	Has experience, of working with others and within a busy setting where people are doing different tasks	A 2	Has experience of working in a lone working environment or of working on own initiative within a group environment
					A 3	Has experience of talking to groups or people or

					giving presentations	
ATTITUDES AND VALUES	E 3	Must be able to be wholly respectful towards all service users, stakeholders and colleagues at all times, and able to deal with people disagreeing with you.	D 4	Must be able to demonstrate an understanding of the need to maintain professional boundaries and to present yourself as a role model with credibility.	A 4	Has experience of working with people who have barriers to social inclusion and supporting them to become more socially integrated and/or exercise choice.
	E 4	Must be able and willing to communicate positively and in a way which is supportive to service users and that expresses your genuine belief that each person has potential, value and ability. ie enthusiasm and energy	D 5	If not able to make presentations, an ability and willingness to learn how to do this with support		
	E 5	Keen and committed to learning, using your mentor/line manager well and asking for help or reporting issues quickly.	D 6	Able to commit to work, attending for work fully and meeting the job description		
	E 6	Able to follow guidance, company				

		policies, instructions and protocol carefully and conscientiously			
SKILLS AND KNOWLEDGE	E 7	Must be able to demonstrate good interpersonal skills in order to communicate well with service users, professional staff, colleagues and peers at all levels including explaining SDS clearly	D 7	Understanding the way services for substance misuse are delivered and the single point of access model	A 5 Must be able to demonstrate an understanding of the SSSC Code of Practice for Social Care Workers.
	E 8	Must be able to be person centred and responsive to the aspirations, ideas and needs of different people			
	E 9	Must be able to be mobile in the community by using public transport			A 6 A car driver and owner
	E 10	Adequate numeracy and literacy to contribute to record keeping			

Satisfactory background checks will be required.