

Job Description:

	Specialist Delivery Practitioner (Independent Support/Education)	Function:	Service Delivery
Salary:	£23,194.50 FTE	Hours:	24 Hrs Per Week Term Time Only
Reporting To:	Chief Executive Officer	Reports:	none

Overall purpose of role:

The Specialist Delivery Practitioner role is predominantly to offer a range of support services to parent carers and their families, with each Practitioner concentrating on a specialism.

Specialist Delivery Practitioners are responsible for delivering their specialism to parent carers throughout Calderdale through one/one meetings, surgeries, information sessions, workshops and by email/telephone. The support will be a blend of face to face and virtual appointments depending on the needs and wishes of the parent carer.

Specialist Delivery Practitioners are responsible for the management of their own locality area, ensuring that Unique Ways is offering an outreach service to its members throughout Calderdale.

A key element of each role, is to promote the wider Unique Ways offer, including the support of their colleagues through their specialisms.

Specialism: Independent Supporter / Education

- **Support parent carers through the assessment process for an Education Health and Care Plan (EHCP) adopting a graduated response and adhering to the legal timeframe.**
- **Support parent carers with any Education related enquiries.**
- **Manage an active caseload.**
- **Delivery of specialism service from Halifax office base and via locality working (i.e. providing an outreach service).**

Key Responsibilities/Accountabilities:

1	Delivering support and guidance to meet family's individual needs.
2	Ensuring that on a monthly basis, there is a presence/activity in the Practitioners designated locality area e.g. this can be delivering one2one sessions, surgeries, workshops, information sessions and peer support sessions. However, is it not purely peer support, outreach must reflect the specialism of each Practitioner.
3	Responsible for developing partnerships with organisations and individuals to establish mutually beneficial ways of working.
4	To develop and maintain a networking strategy to reflect the make-up of specific locality area to ensure professionals and parent carers in Calderdale are aware of the complete offer of Unique Ways (core offer and any project work).

5	Actively promote the wider offer of Unique Ways at all times, including specialist support offered by other Practitioners, Training Course Programme, all Peer Support Sessions, E-Bulletin, Family Voice Calderdale and the Sensory aid/toy library.
6	Actively promote any initiatives and events organised by Unique Ways such as the AGM, regular giving and fundraising events.
7	Demonstrable encouragement of membership engagement e.g. encouraging existing members to support Unique Ways (financially, in-kind or by joining a sub-group or main Board of Trustees).
8	Ensure offer of representing the voice of parent carers is available to members by promoting Family Voice Calderdale steering group (as appropriate).
9	Signpost parent carers to appropriate services, including UW services, to meet their individual needs.
10	Encourage self-advocacy skills.
11	Support families to have a positive view of their child, promote their child's quality of life and all-round development.
12	Help families build resilience and their ability to cope.
13	Demonstrable signposting to Unique Ways training course delivery programme (as appropriate).
14	Responsibility for analysis of specialism for management information and funder requests.
15	Responsibility for pre/post intervention evaluation and for this to be recorded on the database to enable monitoring and reporting against individual family progress.

Organisational Expectations:

1	Actively support, promote and contribute to Unique Ways Vision, Mission and wider organisational objectives.
2	Operate at all times in a manner that is in line with the Unique Ways values and principles and be able to demonstrate a commitment to living these values on a daily basis.
3	Responsibility for compiling and delivering an individual work plan with agreed targets and timescales to ensure the key responsibilities and accountabilities of the position are achieved.
4	Operate a flexible approach to work in order to help meet organisational demands including occasional evening and weekend work.
5	Comply with all policies and procedures of Unique Ways.
6	Attend appropriate meetings and training as required.
7	Complete any other tasks as required, commensurate with the salary level for this position.
8	Work under the direction of the CEO.

Date Job Description compiled: January 2017
 Review 1: December 2019
 Review 2: March 2021

Signed (Postholder):

Signed (CEO):
