

**Further information and Job Description**

**HD Specialist**

<b>Job Title</b>	:	Huntington's Disease Specialist
<b>Accountable to</b>	:	SHA Board of Directors via the Chief Executive
<b>Report to</b>	:	Operations Manager

**Job Summary**

As a member of the SHA multidisciplinary team you will be based in an office appropriate to service area. Operational areas of the service include the direct provision of services to families, promotion of self help amongst families and increasing awareness of Huntington's disease (HD).

The primary function is to facilitate quality care for those with HD and their families through assessment, planning, coordination, implementation and signposting to appropriate professionals/agencies. Caseload can frequently be complex, distressing and emotional. The role may include occasional management and supervision of existing and future admin/resource staff and students as agreed with the direct line manager. In addition the HDS will work with the Senior HDS, and Operations Manager in any new developments within the service.

**MAIN DUTIES AND RESPONSIBILITIES**

You must be a full member of a professional body relevant to qualification and work within the scope of registration guidelines.

To provide support to individuals and families affected by HD using a counseling approach

To provide support to existing SHA family groups, to act as a resource for group members, to assist with facilitation of new groups as appropriate, while recognizing the local family groups' independence from the specialist services

To provide advice on positive management of HD to individuals, families and relevant professionals/care workers

To liaise with other professionals to help individuals obtain the services to which they are entitled e.g. advocacy, respite, welfare rights, community and health services

### **EDUCATION/TRAINING**

To facilitate training at a local level and frequently participate in national training events

To promote awareness of the needs and challenges facing HD individuals, families and care providers, through the provision of education and information.

To participate in the production of educational literature concerning HD.

To maintain professional awareness of current trends and practices, through appropriate training courses, study days and workshops.

### **RESEARCH AND DEVELOPMENT**

To initiate and/or participate in research projects related to HD

To become involved in the strategic planning and development of appropriate Health and Social Services

To assist with any new developments relevant to the Specialist Service function

To undertake surveys and audits as necessary to own work and that of the Specialist Service

### **POLICY/SERVICE DEVELOPMENT**

To adhere to all company policies appropriate to own role. May at times be required to be responsible for policy development and propose changes in practice. Will contribute to the development of communication protocols.

### **MANAGEMENT**

To assist the management and development of the project working with the Operations Manager and Chief Executive

To organise, manage and plan own caseload and diary

To be fully accountable for own professional actions; work not directly supervised

To undertake responsibility for the production of all reports concerning your work and activities of the service

### **ADMINISTRATION**

May be allocated partial responsibility for the maintenance of stock control

To ensure the maintenance of full and accurate confidential records concerning the work of the HD services within their operational area

**The duties and responsibilities of the post will be undertaken in accordance with the policies procedures and practices of the SHA.**

February 2017

#### **Notes:**

**1. This job outline reflects the main tasks and responsibilities discharged by the post holder at the present time; however the SHA reserves the right to alter or amend the content of this job outline to reflect changes to the job or services provided, while maintaining the overall character and level of responsibility for the post.**

**2. Notwithstanding any information or statement described within this job outline, all duties must be carried out in a way that promotes equality of opportunity, dignity and respect for all individuals and which is consistent with the SHA's stated policy on equal opportunities.**

**3. The successful candidate will be subject to a Disclosure Scotland PVG Scheme check. Having previous convictions will not automatically disbar you from**



working at the SHA (with the exception of offences against children or other vulnerable groups) and every case is taken on an individual basis.

**4. The duties and responsibilities of this post will be undertaken in accordance with the policies of the SHA.**