

POST TITLE	LOCAL AREA CO-ORDINATION PRACTITIONER
DIRECTORATE	EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP
SERVICE	LEARNING DISABILITIES
RESPONSIBLE TO	LOCAL AREA CO-ORDINATION SUPERVISOR
NUMBER OF POST HOLDERS	8
ACTING UP/ SECONDMENT	0

PURPOSE OF JOB

Provide short term preventative support for people with a learning disability to develop meaningful connections within their local community, ensuring they are included, valued, and able to access opportunities that enhance their quality of life, and reduce health, education or employment inequalities. The role is outcome-focused, working with people to build skills, confidence, independence, a strong network of local support, and ensuring reduced dependency of formal services.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Encourage and enable people with learning disabilities to live an active, more connected and purposeful life in their community through identifying their interests, aspirations and support needs.
- Hold initial discussions to determine people's needs, strengths and goals and develop plans with the person to support them best to achieve their goals.
- Support people to enhance their independence and experience improved quality of life, offering coaching and practical or emotional support in areas which may include but not limited to, employment, education, skills development, health, public transport, community access and relationships.
- Implement informal programmes of support, and monitor, review and evaluate outcomes, reporting to the Local Area Co-ordination Supervisor.
- Promote and embed inclusive practices within the local community, working with organisations to improve accessibility and participation.
- Encourage people to take control of their own health and wellbeing and promote health responsibility and self-care.
- Assist the Local Area Co-ordination Supervisor to develop and maintain strong local partnerships to expand opportunities for community engagement and skill building, including the creation of new opportunities where community gaps are recognised.
- Promote and model our organisational behaviours: Respect, Integrity, and Flexibility, to create a positive outcome focussed environment.
- Work in partnership with families, carers and professionals (including Community Learning Disability Teams and Social Work) to ensure a holistic approach.
- Uphold safeguarding principles, recognising and reporting concerns regarding peoples' health, well-being, or safety to the Local Area Co-ordination Supervisor, and escalating any concerns raised by colleagues in line with organisational and statutory procedures to promote safe working practices.
- Attend and contribute to meetings, offering feedback, sharing insights that improve people's support and identifying potential risks. Contribute to solutions that balance safety with independence. Chair team meetings in the absence of the Local Area Co-ordination Supervisor to support consistency and stability.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING).

- Practice qualification - SVQ Social Services and Healthcare SCQF Level 7 and HNC Social Services (or equivalent).
- Good understanding of the challenges faced by people with learning disabilities and supporting people to achieve independence, applying the principles of inclusion, active support, effective communication and person-centred planning.
- Good understanding of safeguarding principles, regulatory requirements, and risk assessment processes to protect individuals from harm and an ability to assess and manage risks while ensuring individuals' rights and choices are respected.
- Ability to prioritise planning and preventative actions that lead to better life outcomes, such as increasing social and inclusive community participation and reducing dependency on services.
- Knowledge of local services and community resources and able to assist the Local Area Co-ordination Supervisor in demonstrating a good level of creative thinking and initiative to support the development of imaginative and meaningful engagement.
- Good problem-solving skills to pro-actively adapt support to changing needs and finding creative solutions to overcome barriers to participation.
- Good written and verbal communication to develop and maintain positive and close working relationships with supported people, families, colleagues, and external professionals, including healthcare, social work and social care providers.
- Make informed decisions, in collaboration with the Local Area Co-ordination Supervisor regarding supported people to ensure they align with best practices and organisational policies.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Unpredictable situations may arise daily regarding supported people, external partners, families, colleagues or members of the public and require quick thinking and adaptability with decisions needing to be made under pressure and escalated.
- The role involves responsibility for ensuring safe practices in supporting people with finances and personal property/ belongings, accessing the community and attending appointments.
- Work may take place in various locations and settings including people's own homes, outdoors and in public community spaces. Postholders will need to regularly travel across the city to meet with people. Lone working is a feature of the role.
- Flexibility is required, including occasional evening and weekend working to support community activities.
- Postholders may be expected to adapt to changing needs and situations, often at short notice (e.g., covering in another team or changing the days plans).

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF COLLEAGUES)

- Postholders will not directly line manage colleagues.

RESOURCES

- Report on any support required around people's personal finances and transactions, notifying relevant others (e.g., Guardians or Social worker) if required or concerns highlighted.
- Responsible for the appropriate use and processing of petty cash arrangements (in the range of £50 - £100 per month)
- Responsibility for the safe processing of data, both digital and paper and that actions adhere to General Data Protection Regulations (GDPR) and organisational procedures.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed. Additional information can be found in the [Council Health and Safety Policy](#).