Date Issued: Feb 2026

JOB DESCRIPTION

Job Title	Advanced Practitioner
Reports to	Home or Registered Manager
Job Purpose	To provide the highest quality of care and support to people we support, in accordance with organisation policies, procedures, practices and standards set by the Regulatory Body.
Key Accountabilities	• Participating in the rota of support including personal care, organising and participating in activities, domestic duties (including laundry), cooking, shopping and transporting people we support to activities and appointments. • Supporting with sleep-in duties when required. • Supporting and supervising the people we support in the implementation of an individual programme of life skills, key skills and independence skills and leisure within their home and community. • Supporting and supervising the people we support in accordance with their personal/pathway/placement plans and the policies, practices and procedures of the home. • Making accurate and appropriate entries to the relevant care records and reports of the people we support, in accordance with relevant policies, procedures and practices. • Enabling and supporting the people we support to maintain good levels of personal hygiene. • Working to help support the management of behaviours, enabling the development of people we support against individual goals. • Organising and participating in appropriate activities, enabling people we support to enjoy a varied schedule. • Safeguarding the people we support within their home and ensuring their safety and well-being. • Administering medication in accordance with organisation and Regulatory Body, policies, processes and procedures. • Ensuring the accurate recording and administration of all financial transactions relating to the people we support, aligned to individual placement agreements, organisation and Regulatory Body policies, processes and procedures. • Checking the daily diary and organising relevant appointments as required. • Ensuring all the relevant personal/placement/pathway plans are in place, accurate and up to date. • Working positively and effectively with relatives, advocates and any other relevant stakeholders. • Liaising with team members from other departments, including clinical teams, to provide a consistent approach to all aspects of care for the people we support. • Maintaining awareness of overall budget requirements, contributing to keeping these within required levels through actions. • Ensuring vigilance in respect of Health and Safety, promptly reporting all hazards and/or remedying them where appropriate.

	• Undertaking all duties in a manner designed to minimise risk to both self and others. • Reporting any issues or incidents that arise promptly to the relevant line manager or appropriate individual. • Always operating in accordance with organisation policies, processes and procedures, with reference to Safeguarding, Child Protection, Whistleblowing, Complaints & Representations and Behaviour Policies. • Participating in all training and taking responsibility for self-development. • Participating in team meetings, supervisions and annual reviews in accordance with organisation policy and the standards set by the regulatory body. • Working to promote the organisation as a valued, professional asset within the community and conducting self in a way that actively promotes this image. • Ensuring all actions are in the interests of the people we support and the wider organisation. • Maintaining an understanding of legal requirements, policies and guidance relevant to the safeguarding and promotion of the wellbeing of the individuals supported. • Accountability for understanding how to identify potential abuse or neglect and the correct methods to report this. • Observing and identifying where individuals whose progress, well-being or development is affected by changes or difficulties in their personal circumstances, making appropriate referrals to specialist support. ***Providing additional support to the Team Leader, covering for them in periods of absence.*** • Providing leadership, guidance and motivation to the wider support team within the home. • Ensuring team members are effectively managing all behaviours. • Supervising and supporting team members with recording and reporting information regarding the people we support. • Ensuring that all activities are organised and that the people we support can participate in a variety of options. • Ensuring referrals and applications are made as and when necessary, within set timeframes (for example Safeguarding, Deprivation of Liberty, safeguards/liberty protection safeguards). • Ensuring that all team members are updating records effectively, accurately and in a timely manner. • Leading and supporting team members, to ensure all behave appropriately throughout their shift and follow organisation policies and procedures. • Ensuring a safe environment for the people we support and team members. • Undertaking verbal de-briefs with team members and recording any outcomes where required. • Issuing money as and when required, ensuring correct balances are maintained and that all is recorded accurately in weekly returns. • Delegating tasks as required and aligned to organisation policies, process and procedures.

	• Ensuring any shortfall in staffing is reported promptly to the relevant line manager and arranging cover to meet requirements. • Attending and chairing formal reviews and Person-Centred planning meetings when delegated. • Ensuring team members consistently exhibit the values of the organisation, upholding expected standards of behaviour. *The above serves as a guide and is not exhaustive. All team members are expected to undertake other duties and projects as may be reasonably required.*

PERSON SPECIFICATION

Knowledge and Experience	• Level 2 Diploma in Health and Social Care or equivalent or willingness to work towards Level 3. • Previous experience in a similar role, within a social care or other similar environment. • Ability to deal with complex and behaviours that challenge. • Understanding of and ability to carry out risk assessments. • Strong communication skills, both verbal and written. • Ability to work both independently and as part of a team. • Excellent organisation skills and ability to record information accurately. • Ability to work with multiple stakeholders, explaining information clearly and concisely. • Empathetic approach, with genuine regard and respect for all. • Ability to work varied shift patterns, including weekends. • Knowledge of IT systems, including Microsoft Office. • Valid driving licence desirable but not essential for all roles.