**STATEMENT OF PURPOSE - PART TWO - SERVICE SPECIFIC INFORMATION**

This document is Part Two of the Statement of Purpose. The information in this document is completed by the Manager and accompanies the [STATEMENT OF PURPOSE - PART ONE](http://prx-hq-vm-edms/docview/?docid=8231).

A copy of this document will be made available on request. Managers of registered services will also ensure that the relevant regulator and service users or their representatives are notified of any material changes to the Statement of Purpose within 28 days.

**Antrim & Ballyclare Supported Living Services**

 **YPLC and AMH Befriending**

**Revision Date – 23rd February 2021**

**1 AIMS OF**

The servicewill provide appropriate quality care and/or support to individuals with **mental ill health,** who are assessed as requiring this input to enable them to live as independently as possible in their own community.

**2 FACILITIES AND SERVICES**

# **2.1 Service Management**

The person carrying out the business of the service is ***Greer Wilson Praxis Care,* Group Director of Care and Development*, 25/31 Lisburn Road, Belfast BT9*** ***7AA*.**

**Greer Wilson, Director of Care & Development NI**

**Professional Qualification**: Dip Social Work 2005

**Post Professional Qualifications:** Dip Managing Care, 2006

**Employment History:**

South Eastern Trust, Specialist Residential Services (1999-2012)

South Eastern Trust, Learning Disability Community Team Leader (2012-2013)

South Eastern Trust, Adult Disability Services, Senior Manager (2013-2019)

 Praxis Care, Director of Care and Development NI (2019 – Present)

The person managing the service at a local level is Emma McLaughlin

who is responsible to  ***Shirely Anne Hyslop*** based at ***Praxis Care, 25-31 Lisburn Road, Belfast BT9*** ***7AA*.**

# **2.2 Management Qualification and Experience**

The relevant qualification and experience of Director of Care Services are as follows:

**Greer Wilson (Group Director of Care and Development)** – BA, MSSc, CQSW

Greer is a qualified social worker who has worked directly with service users in children’s services, elderly and dementia services, learning and physical disability services and complex needs. Greer joined Praxis Care in September 2019 as Director of Care, Operations and Development after working for the South Eastern Health and Social Care Trust for 20 years. Most recently, this included eight years as a senior manager with responsibility for learning and physical disability services, care management, day care settings and supported living schemes.

**PROFESSIONAL QUALIFICATIONS:**

Bachelor of Arts: Childhood and Youth Studies (2:1), 2005

Open University -

Bachelor of Arts: Social Work (2:1), 2006

University of Lincoln - Lincoln

Certificate: Managing Care, 2005

Open University

**Emma McLaughlin (Registered Manager)**

The relevant qualifications and experience of **Emma McLaughlin** are as follows:

* BSW Social Work
* BSc Hons Social Psychology

Emma joined Praxis Care in January 2013 as a Team Leader in learning disability and mental health services, supporting complex needs, before progressing to Manager. Previously working in a learning disability supported employment environment, and within health & social care supporting older people.

**The relevant qualification and experience of the Head of Operation are as follows:**

**Shirley-Anne Hyslop (Head of Operations)**

* Foundation Degree in Integrative Counselling
* NVQ Level 4 Management
* NVQ Level 4 in Care
* Certificate in Counselling ( Distinction )
* IV NVQ Internal Verifiers Award
* D32/33 Assessors Award
* Higher Professional Diploma Learning Disabilities
* BA Hons in English

Present : Head of Operation (NI East Antrim)

2009 – 2016: Project Manager, Praxis Care

2007 - 2009: Management Officer, Triangle Housing

2007 -2007: Senior Project Worker, Salvation Army

1998 - 2007: Services Manager, Support for Living

Fifteen years managing supported living services in registered care homes and day resource centres within Mental Health,

**STAFF**

**Aine Martin (Assistant Manager)**

* BSc Hons Social Policy
* QCF Level 5 Management and Leadership for Health and Social Care
* ACTL Diploma (TrinityGuildhall)

Áine joined Praxis Care in 2011 and worked as a support worker and Team Leader before taking up her current post of Assistant Manager. Before joining Praxis Care Áine worked in a life sharing community with adults with learning disability. Áine also previously worked with women who were experiencing domestic abuse. Áine also worked for a voluntary organisation delivering training to volunteers and with children with ASD using the therapeutic medium of drama.

#### 2.3 Organisational Structure

The service operates as a partnership between Praxis Care, Supporting People N.I, NHSCT and Choice Ireland Housing Association.

Praxis Care takes full responsibility for all aspects of the service. The Licence Agreement and Support Agreement outline the roles and responsibilities of all parties concerned.

A person centred approach to service user needs is implemented and each service user will have a named key worker.

ANTRIM - Staff are available from 8.30am – 9.00pm Monday to Friday and 1 -9.00pm Saturday, Sunday and holidays. Ballyclare Supported Living is out of hours contact for advice and support.

BALLYCLARE – Staff are available 24 hours per day with 1 staff on duty from 7.30am to 11.30pm, and the other from 11am-9pm. There is 1 sleepover staff member between the hours of 11.30pm-7.30am who is also on call for Antrim.

YPLC BEFRIENDING – Staff are available between the hours of 9am-5pm. Out of hours is available from the NHSCT statutory teams.

Further information on the service can be found in the Service Users Handbook.

There is a Manager ‘on call’ system in place for advice and support to all staff after 5pm at night and all weekend / holidays.

# **2.4 Accommodation**

ANTRIM

Praxis Antrim is a 16 place supported living scheme for adults who have experienced severe and enduring mental ill health problems and are under the care of a psychiatrist. The accommodation in Antrim is owned by Choice Housing Association and the Housing Executive. Support is managed by Praxis Care. It is located in Rathkyle, the Stiles area of Antrim and is convenient to shops and leisure facilities.

BALLYCLARE

Ballyclare Supported Living is a group house and flat cluster which provides support and accommodation for 18 adults aged between 18 – 65 who have experienced Mental Ill Health and are under the

The service operates as a partnership between Praxis Care, Supporting People N.I, NHSCT and Choice Ireland Housing Association.

Praxis Care takes full responsibility for all aspects of the service. The Licence Agreement and Support Agreement outline the roles and responsibilities of all parties concerned.

A person centred approach to service user needs is implemented and each service user will have a named key worker.

ANTRIM - Staff are available from 8.30am – 9.00pm Monday to Friday and 1 -9.00pm Saturday, Sunday and holidays. Ballyclare Supported Living is out of hours contact for advice and support.

BALLYCLARE – Staff are available 24 hours per day with 1 staff on

2.5 Referral Criteria

# The person will be in the ***18 to 65*** age group at the time of referral

* The person should meet the criteria of needing mental health support as defined by NHSCT and Supporting People N.I, and under the care of a consultant psychiatrist.
* The person should meet the criteria for referral to Care Management services as defined by NHSCT and Supporting People N.I.
* The person will show a range of support needs which the admission panel feel is appropriate with the level of support on offer within the services.
* The manager or delegated person in their absence will meet the person to outline service provided.
* The person will be agreeable to the referral being made and where possible have opportunity to view the services offered.

###  2.6 Referral Process

Referrals will only be accepted from members of the NHSCT via common selection. Referral agents from outside the geographical area should, in the first instance, contact the above.

* An application form must be fully completed and include information on risk.
* The applicant and carer (if so desired) will be invited to visit the service and discuss his/her needs with Praxis Care staff.
* An Admission Panel will meet to consider all applications. The referral agent will be invited to discuss the application and provide further information/clarification as appropriate.
* The Panel’s decision will be communicated to the referral agent as soon as possible and will always be followed up with a written explanation of the decision.
* An Appeals Procedure is in place if a prospective applicant is not satisfied with the outcome from the admissions panel.
* Prospective service users will be provided with as much information as possible about the service to help him/her make a decision about whether or not he/she wants to receive care and/or support. Praxis Care offers the opportunity for a prospective service user to visit the accommodation/service and meet and talk with service users and staff. The organisation is happy for a prospective service user to involve his/her friends/family before making the final decision about placement or commencement of service.
* If it is felt that the accommodation or service is not suitable for a particular person, advice will be given on how to look for help elsewhere. This will only happen after full and inclusive discussions with all relevant parties.

### 2.7 Receiving a Service

Potential service users will have his/her needs thoroughly assessed before being accepted to the service; this is intended to provide each service user with the best possible information on which to make an informed choice about his/her future.

###### 2.8 Service User Plan of Care

Praxis Care works with service users, and his/her friends, relatives or representatives (if appropriate) to draw up a written plan of the support the organisation will aim to provide. The plan sets out the service user’s needs, risks that need management, support/care provided and desired outcomes.

At least once a month, each service user’s plan is reviewed. There is a formal review process at 6 months after first placement and at least annually thereafter. An emergency review can be convened at any time. From time to time further assessments of the service user’s needs are required to ensure that the support provided by the organisation is relevant to helping the service user achieve his/her full potential.

Every service user keeps a copy of his/her own Assessment & Plan and is encouraged to participate as fully as possible in the support planning process.

# **2.9 The Range of Support/Care**

The service endeavours to meet the following needs. (Please note that the following is not an exhaustive list).

2.9.1 Housing Support

* Assistance acquiring essential household items
* Locating essential local services
* Paying bills
* Maintaining the property
* Safety issues
* Signposting to specialist services
* Budgeting
* Good neighbour / dealing with disputes
* Essential daily living tasks
* Emotional support
* Supporting people to comply with treatment
* Where appropriate, notifying agencies of concerns about a service user

2.9.2 Care Tasks

* Administering medications
* Health care
* Specific rehabilitation tasks
* Intensive / therapeutic behaviour management
* Supervision of people at night - time
* Personal care

###### 2.9.3 Social Activities, Hobbies and Leisure Interests

Praxis Care will try to make it possible for service users to live his/her life as fully as possible. In particular, it will do the following:-

1. As part of the moving-in/commencement of service process, potential service users will be encouraged to share as much information as possible about his/her social, cultural and leisure interests.
2. Service users will be helped to continue to enjoy a range of individual and group activities and interests, both inside and outside the accommodation, to carry on with existing hobbies, pursuits and relationships, and to explore new avenues and experiences. In group living settings, all service users are entitled to use the dining room, the communal lounges, other sitting and circulating areas, and the grounds of the scheme but those who wish, may remain in his/her own rooms. Service users are encouraged to personalise their rooms with small items of furniture and other possessions, and individual preferences in matters of decoration and furnishings are encouraged.
3. In partnership with service users, social and leisure activities will be designed to form the basis of the communal content of the life of the scheme/service. Friendships among service users will be facilitated and it is hoped that service users will enjoy being part of a community, but there is no compulsion on a service user to join in any of the communal social activities.
4. With the full and inclusive involvement of service users, local councillors, members of parliament, representatives of voluntary organisations, students, school children and others will be encouraged to visit schemes/services.
5. Recognise that risk-taking is a vital and often enjoyable part of life and of social activity and that some service users will wish to take certain risks despite or even because of his/her disability. Praxis Care does not aim to provide a totally risk-free environment though care will be taken to ensure that service users are not subjected to unnecessary hazards. When a service user wishes to take part in any activity which could involve risk, a thorough risk assessment will be carried out with that individual, involving relatives, friend or representative, if desired and Praxis Care will agree and record action which will appropriately balance the factors involved. Such risk assessments will be regularly reviewed, with the participation of all parties.
6. For the benefit of all service users and staff, the communal areas of the accommodation are designated as non-smoking. Service users may smoke in designated smoking areas only*.*
7. There may be a charge associated with some social activities and services; where this applies, the details will be made clear to the service user in advance.

2.9.4 Consulting Service Users about the Way the Service Operates

Praxis Care aims to give service users opportunities to participate in all aspects of life in the accommodation/service. In particular, service users are regularly consulted both individually and corporately about the way the accommodation/service is run.

The organisation’s objective is always to make the process of managing and running the service as transparent as possible, and to ensure that the service has an open, positive and inclusive atmosphere.

Service Users will have the care/support he/she receives reviewed at least annually. Regular service users meetings are held and input is sought on matters relating to the everyday running of the scheme.

Satisfaction surveys are carried out at least annually with actions completed in response to feedback. Praxis Care staff are always keen to hear from Service Users and representatives. Heads of Operations will endeavour to make contact with service users and, where appropriate their representative on a monthly basis as part of the organisation’s monitoring processes.

###### 2.9.5 Fire Precautions, Emergency Procedures and Safe Working Practices

All service users are made aware of the action to be taken in the event of a fire or other emergency, and copies of the service’s fire safety policy and procedures are available on request. Regular fire drills are conducted, where appropriate, and information is displayed through the building to guide all persons in the event of a fire. All staff have training in First Aid in the event of an emergency. The service conforms to all relevant government guidance on promoting and protecting the health, safety and welfare of service users and staff

There are designated fire safety meeting points in all schemes, and these will be identified during the induction process, and regular drills to ensure understanding to maintain safety.

###### 2.9.6 Arrangements for Religious Observances

Service users who wish to practise their faith will be given every possible support to do so. In particular, Praxis Care will do the following:

* Make contact with any local place of worship on a service user’s behalf, if requested. The organisation can usually arrange for a minister or a member of the relevant organisation to visit a service user.
* Take particular care to try to meet the needs of service users from minority faiths. These should be discussed with the manager the service commences.

###### 2.9.7 Relatives, Friends and Representatives

* Service users are given every possible help to maintain and retain the links with families and friends.
* If a service user wishes, their friends and relatives are welcome to visit at a time convenient to the service user and to become involved in daily routines and activities.
* If a service user wishes to be represented in any dealings with the accommodation/service by a nominated friend, relative, professional person or advocate, Praxis Care will respect their wishes and offer all necessary facilities.

**2.10 Ending the Service & Moving On**

Service users may leave Praxis Care services for several reasons. They may no longer require the service, the service may no longer meet their needs, or the service may only be provided for a period of time. Irrespective of the reason for the service ending, the move will be planned and managed with the service user in their best interests.