

## JOB DESCRIPTION

**Post:** Advanced Care Coordinator

**Location:** Supported Living Services

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**Accountable to:** Assistant Service Manager/ Service Manager

**Direct reports:** Support Worker(s)

**Grade:** 6

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## WORKPLACE VALUES

The post holder will be expected to operate in line with our workplace values, which have been co-produced by individuals who use our services.

### Our core values:

- **Big Hearted:** we say that we are proud of the quality of care, empathy and kindness we offer to the people we support and each other;
  - **Count on Us:** we act in a way that you can rely on us to be able to meet the needs of the people we support and each other;
  - **Together as One:** we say that we take pride in working as a team to deliver a very person-centred service; &
  - **People Focused:** we recognise the importance of transparency, trust, recognition and development within our workforce.
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## JOB PURPOSE

To oversee the delivery of a range of services in the Supported Living Scheme for people with learning disabilities. To work with service users, who live in the houses as tenants, in a variety of settings to promote greater choice, skill development, independence and inclusion.

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## MAIN DUTIES

1. To contribute to and oversee individual assessment, planning and review processes to ensure that services meet individual needs, choices and personal outcomes.
2. To oversee risk assessment processes, ensuring that risks to personal safety are identified and managed so that they do not become a barrier to developing independence.
3. To ensure that service delivery is compliant with regulations, Company Policy and other relevant guidance.
4. To attend to the physical and personal needs of those service users who require such assistance.
5. To work with all relevant parties and staff to plan, organise and maintain an environment, which is safe and conducive to the overall development and wellbeing of service users.
6. To maintain effective communication with all parties in the interests of service users,

7. To facilitate and participate in a range of formal and informal supervision sessions and team meetings.
8. To undertake appropriate training as directed.
9. To ensure that necessary records are completed and information provided as required.
10. To deliver Services cost effectively.

## **SPECIAL CONDITIONS**

There is a requirement to work evenings, weekends and bank holidays in accordance with a planned rota.

Sleep in duties may also be required for which you will receive an additional payment.

Must comply with any regulatory and legislative vaccination requirements for this job role.

## **OTHER**

There is an expectation placed on all employees to achieve the appropriate level of qualification required for the job role.

## **GENERAL**

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. In particular the post holder will be self-motivated and will effectively prioritise activity to achieve the maximum benefit.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The organisation has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the organisation.

Due to the nature of the post, the individual will be required to undertake any checks as required under Safeguarding and/or relevant employment legislation.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of conduct, codes of practice and legislation in relation to the General Data Protection Regulations.

Undertake and participate in training, coaching and development activities as appropriate.

An Enhanced DBS Check is required.

**Date:** July 2021

PERSON SPECIFICATION

<p align="center"><b>Jobholder Requirements Advanced Care Coordinator</b></p>	<p align="center"><b>Essential (E) or Desirable (D)</b></p>
<p><b>Qualifications</b></p> <p>Diploma in Health and Social Care Level 2 or equivalent</p> <p>Diploma in Health and Social Care Level 2 or equivalent</p>	<p align="center">E</p> <p align="center">D</p>
<p><b>Experience</b></p> <p>Experience of working with vulnerable people in community-based settings</p> <p>Experience of individual assessment, planning and review processes</p> <p>Experience of risk assessment and management</p>	<p align="center">E</p> <p align="center">E</p> <p align="center">E</p>
<p><b>Skills/Knowledge/Aptitudes</b></p> <p>Awareness of the needs of vulnerable people and their carers</p> <p>Ability to meet individual support needs (physical, personal, emotional)</p> <p>Knowledge of relevant legislation and compliance criteria</p> <p>Ability to implement Company Policies and work to regulatory standards</p> <p>Ability to make and sustain appropriate, professional relationships</p> <p>Ability to write reports and maintain appropriate records</p> <p>Ability to be flexible and responsive to changes in circumstances</p> <p>Ability to supervise and direct the work of others</p> <p>Ability to demonstrate behaviours that are aligned to the Company's core values</p> <p>Ability to use Microsoft Office Applications</p>	<p align="center">E</p>
<p><b>Special Requirements</b></p> <p>An Enhanced DBS Check</p> <p>A current, clean driving license or other means of reliable transport</p> <p>Evening and weekend work in accordance with a planned rota</p> <p>Sleep-in duties</p> <p>Must comply with any regulatory and legislative vaccination requirements for this job role.</p>	<p align="center">E</p> <p align="center">D</p> <p align="center">E</p> <p align="center">E</p> <p align="center">E</p>