

JOB PROFILE

DIRECTORATE	Adults Health & Commissioning
JOB TITLE	Residential Care Coordinator
POST NUMBER	
GRADE	Band 6
RESPONSIBLE TO	Manager
KEY LIAISON WITH	Residents, Residents relatives, Staff, GPs, District Nurses and other Health Professionals. Private and Voluntary Sector Agencies, Social Workers and Advocates
JOB PURPOSE	To deliver a high quality service to the residents of Collins House with a person centred approach in line with the National Minimum Standards and current legislation within Adult Social Care.
JOB PROFILE LAST REVIEWED	September 2015

KEY CORPORATE ACCOUNTABILITIES	
1.	To work with colleagues to achieve service plan objectives / targets
2.	To participate in Employee Development Scheme / Appraisals and contribute to the identification of your own and team development needs
3.	To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
4.	To maintain awareness of and commitment to the Council's Equal Opportunity Policies in relation to both employment and service delivery
5.	To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work
6.	At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above
7.	To participate in relevant Learning & Development activities under the Council's "Developing Together" programme

KEY SERVICE RELATED ACCOUNTABILITIES

- To provide an environment in which six broad values of privacy, dignity, choice, fulfilment, right and independence are continuously embraced, ensuring enhanced quality of life for all.
- To implement staff rotas in an effective and creative manner and monitor attendance.
- To liaise with GPs, Community Nursing Services, outside agencies and other professionals, establishing and maintaining good working relationships.
- To implement and promote social and leisure interests for resident.
- To liaise with residents, relatives, advocates and friends of residents of the home, Promoting the continuity of family and community involvement.
- To assist with recruitment of the staff and to devise and implement procedures to achieve appropriate levels of staff turnover.
- To be familiar with legal and departmental requirement relating to Health and Safety, COSHH, Moving & Handling and to ensure correct implementation and continuous monitoring of the same.
- To identify training needs in line with Departmental Policy and with either in house or external input to enable and encourage staff to reach their full potential. To plan, prepare, deliver and assess in house training in line with CQC requirements.
- To ensure that all staff receives regular supervision in matters relation to there job performance.
- To be effective in both written and oral communication both within the establishment and when contributing to multi-disciplinary teamwork.
- Appropriate record keeping and monitoring of resident's related issues e.g. the correct administration and safe keeping of medicines in accordance with the departmental policy.
- Footnotes
- To assist in other residential homes as and when necessary.
- To undertake duties on a shift pattern, providing 24-hour cover.
- Supervision agreement
- The department is committed to a staff Care Policy and effective and efficient management, hence the requirements for all Managers to offer formal supervision in line with the agreed policy, and for all staff and managers to jointly own the responsibility as outlined in the policy.

Any other duties reasonably expected to be undertaken by a post holder at this level.

PERSON SPECIFICATION

JOB TITLE: Residential Care Co-ordinator

DEPARTMENT: Adults, Health & Commissioning

Information for Applicants: The Person Specification provides an outline of the experience, skills and abilities we expect the Successful Applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. **Disabled people will be offered an interview where they meet the Essential Criteria alone**

Method of Testing

1 = Application Form 2 = Interview 3 = Assessment Tests

Weighting of Criterion

1 = Low Importance 2 = Medium Importance 3 = High Importance

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
1. Skills and Abilities – Essential		
<ul style="list-style-type: none"> • Ability to communicate effectively both orally and in written form. 	1 & 2	3
<ul style="list-style-type: none"> • Ability to promote multi-disciplinary relationships in a professional and competent manner. 	1 & 2	3
<ul style="list-style-type: none"> • Ability to record information in a clear and concise manner & prepare detailed reports including the completion of medication records. 	1 & 3	3
<ul style="list-style-type: none"> • Ability to organise and chair meetings. 	1 & 2	3
2. Special Knowledge – Essential		
<ul style="list-style-type: none"> • Knowledge of the frameworks of law, policy and regulation affecting social care practice. 	2	2
<ul style="list-style-type: none"> • To be familiar with current departmental policies. 	2	2
<ul style="list-style-type: none"> • An understanding of the concepts of person centred care or the delivery of outcomes to older people. 	1, 2, 3	3
<ul style="list-style-type: none"> • To safely administer medication to a large service user group 	1 & 2	3
<ul style="list-style-type: none"> • Clear understanding of Safeguarding Legislation and practices. 	1 & 2	3
<ul style="list-style-type: none"> • Clear understanding of the Care Quality 	1, 2, 3	3

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
Commission		
<ul style="list-style-type: none"> • Clear understanding of residents religious and cultural needs. • Knowledge of capacity issues and the Mental Capacity Act 2005 	<p style="text-align: center;">2</p> <p style="text-align: center;">1 & 2</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">3</p>
3. Experience – Essential		
<ul style="list-style-type: none"> • Ability to implement and monitor a high quality of service delivery. • Able to demonstrate the ability to manage change. • The ability to work as a team member, to supervise and support the staff team. • Ability to demonstrate counselling skills. • Minimum of 2 years experience Managerial/Social Work within health and/or social care. • Experience of working in a residential setting directly with older people. • An understanding of Social Care Legislation 	<p style="text-align: center;">1 & 2</p> <p style="text-align: center;">1 & 2</p> <p style="text-align: center;">1 & 2</p> <p style="text-align: center;">1 & 2</p> <p style="text-align: center;">1 & 2</p> <p style="text-align: center;">1 & 2</p> <p style="text-align: center;">1 & 2</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p>
4. Other Requirements – Essential		
<ul style="list-style-type: none"> • Ability to organise and prioritise own workload. • To hold or working towards NVQ 3 or equivalent. • Willing to undertake training & development in line with job role. • Able to competently use Microsoft word/Excel and PowerPoint. • Ability to travel around the borough 	<p style="text-align: center;">1 & 2</p> <p style="text-align: center;">1 & 2</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1 & 2</p> <p style="text-align: center;">1,2 & 3</p> <p style="text-align: center;">1 & 2</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p>
5. Equality – Essential		
<ul style="list-style-type: none"> • Actively promotes the Councils Diversity and Equal Opportunities policies and strategies 	<p style="text-align: center;">1 & 2</p>	<p style="text-align: center;">3</p>