



## RUTLAND COUNTY COUNCIL

### JOB DESCRIPTION

<b>Position Title:</b>	<b>Community Care Services Coordinator</b>
<b>Grade:</b>	<b>G06</b>
<b>Directorate:</b>	<b>Adults &amp; Health</b>
<b>Department:</b>	<b>Community Care Services</b>
<b>Responsible to:</b>	<b>Senior Practitioner – Community Care Services</b>

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#### **Purpose of the Job:**

To Coordinate and facilitate service provision supporting people who have been assessed of having a need for support, promoting their independence and enabling choice and control.

To promote social inclusion, reducing isolation and contribute to service development to meet both individuals and service outcomes.

#### **Main Responsibilities**

1. To act as a role model, mentor, supervisor and coach to community care workers to ensure the provision of a high quality service.
2. To contribute to the delivery of the induction training for new care staff and support Workers undertaking the NVQ programme.
3. To maintain the staff rota to ensure adequate support is provided, coordinating annual leave, training and sickness cover amongst the team
4. To facilitate person centred plans/goals, reviews and health plans ensuring people having meaningful and achievable outcomes, promoting independence by enabling people to make their own choices and decisions.
5. Arrange, coordinate and contribute to multi-disciplinary planning meetings for individuals to ensure an integrated coordinated health, social care and community approach to service delivery.
6. To support individuals following training including (this list is not exhaustive):-
  - a. personal care ensuring all tasks are carried out with respect for privacy and dignity and in line with needs, wishes and preferences as defined in the support plan.



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- b. promoting healthy lifestyles for individuals, liaising with other professionals and agencies as appropriate
  - c. undertaking specific health related tasks and implement plans of support developed by members of the multi-disciplinary team
  - d. supporting with medication in line with agreed policy and individual support plans following training
  - e. adhering to safe moving and handling procedures in line with individual support plans.
  - f. supporting and promoting opportunities for individuals to access education and/or employment opportunities
  - g. assist individuals manage their own money and to keep a record of expenditure in accordance with RCC policy, including adhering to their tenancy agreement and liaise with representatives from Housing Associations
  - h. identifying assistive equipment and demonstrating the safe use of such equipment
  - i. undertaking the Role of Duty officer as and when required
  - j. undertaking waking nights/sleep overs if working in the supported living service
7. To safeguard and promote the welfare of people in Rutland through the embedding of safeguarding processes and practise.
  8. To assist and be involved, as necessary and directed, in transport arrangements for the service, including driving The Community Support Service vehicles where appropriate.
  9. To deputise for a Community Care Services Team Manager as necessary.
  10. To offer support to health and social care colleagues by deploying staff to respond to a "Crisis" within Rutland.
  11. To undertake quality assurance audits and observations, in order to support and implements improvements across the service
  12. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
  13. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by



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the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

14. To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.

15. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

### **Behaviours and outcomes**

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

### **Dimensions**

Day to day operational management responsibilities for the Community Care Services and supervision of Community Support Workers.

No budget responsibility.



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### JOB REQUIREMENTS

#### QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
NVQ 3/QCF in Social Care or willingness and ability to achieve within agreed timescale	A/D

Desirable	Method of Assessment *
Assessors award or willingness to achieve within agreed timescale	A/D

#### EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Knowledge of Person Centred Planning	A/I
Previous experience in a similar role	A/I
Experience of community development work	A/I

Desirable	Method of Assessment *
Experience of leading and supporting a small staff team	A/I

#### SKILLS

Essential	Method of Assessment *
Able to manage health and safety issues through completion of the risk assessment processes	A/I
Ability to liaise with other agencies, organisations, clients and their carers	A/I
Motivated and committed	A/I
Able to work on own initiative and as part of a team	A/I



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Tolerant and diplomatic	A/I
Adaptable and flexible	A/I
Positive attitude to disability and an understanding of the purpose of advocacy	A/I
Appreciation of a multi-agency approach	A/I
Ability to prioritise own and others work and motivate staff members	A/I
Able to manage own time and that of others	A/I
Ability to demonstrate practical interpersonal skills	A/I
Ability to receive and communicate information verbally and in writing	A/I
Able to work with confidentiality, sensitivity and diplomacy	A/I

Desirable	Method of Assessment *
Supervisory skills	A/I
Aptitude with IT	A/I

### **EQUALITY AND DIVERSITY**

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

### **OTHER**

Essential	Method of Assessment *
Current full driving licence	A/I
Able to undertake practical tasks including manual handling of service users and assistance with personal care.	A/I



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Able and willing to work flexibly across 7 days a week including evenings and weekends , Bank Holidays and nights.	A/I
Undertake on call duties as and when required.	A/I

\* **A = Application Form**    **D = Documentary evidence**    **I = Interview**    **T = Test**

### STRUCTURE

To be confirmed.

**NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.**

<b>DATE</b>	<b>CHANGE - YES/NO</b>	<b>PREPARED BY (Name &amp; Position Title)</b>
20.10.2023	No – new template	Hannah Sewell – HR Adviser
16.02.2026	No – updated wording	Elaine McGarry – Human Resources Adviser