

Job Description

Job Title: Assistant Care Coordinator

POSCODE: CCC 0170

Grade: Scale 6, SCP 18 – 22 (£24, 313 - £26,317)

Overall purpose of the job

The Reablement team provides short term enabling support to people in their own homes, in order to maximize their independence.

The post will include leading staff who work with Service Users to identify goals and planning care as well as being able to undertake this work in order to mentor, train and develop staff. The post includes the organisation staff rotas. It includes leading shifts of Support Workers and liaising with professional staff in the planning and delivery of safe effective care.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	First point of contact for allocation of new work to be able to complete initial Reablement Assessments.
2.	To take sole responsibility for management of care delivery and Out of Hours shifts.
3.	Assist with monitoring the progress of referrals and attend or lead MDT meetings. To mentor and Support Lead Reablement and Reablement Support Workers. To do patch supervisions.
4.	To provide Support Worker management and support to Coordinators.
5.	To record contacts on Health and Social Services databases to maximise information sharing and ensure smooth pathways through services. To ensure and maintain standards of team care note recording.
6.	To train / mentor and supervise Support Workers. To do this on patch and in an office environment. To provide support for Care Certificate training.
7.	To carry out initial care and risk assessments in service users own homes including MCA and Carer and TEC assessments. To be able to assess implication re Health and Safety policy, CQC standards, Human rights and safeguarding.
8.	To demonstrate an understanding of equality, human rights and safeguarding. To understand and work in accordance with CQC standards and lead other staff in doing so.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

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Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Evidence of a good standard of general education/GCSE or equivalent		E
Willingness to work towards Assessor qualification or leadership qualification		E
NVQ III / Apprenticeship	Health & Social Care or equivalent care related qualifications	E

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Good current knowledge of Health and Safety.	Legislation and safe working practices including infection control	E
Principles of good care practice.	Detailed understanding of CQC practice guidance and standards. Including Human rights and Equality Act	E
The Care Act.	Related knowledge and legal frameworks for social and health care to include Safeguarding	E
Line Management.	Ability to supervise, mentor and develop staff including sharing knowledge of up to date policy and practice guidance	E
Skills		
Organisation.	Ability to organise groups of staff to deliver care in service users' homes and deal with unpredictable situations	E
Risk Assessments.	Ability to provide essential risk assessments, such as those required for manual handling and staff safety and medication. Ability to produce MCA and Carer assessments	E
IT.	IT skills with the ability to acquire more complex IT skills (Office Base & AIS packages) Qualities/Attributes	E
Record Keeping.	Ability to write daily records, brief reports or similar documents clearly and concisely and provide support to the	E

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	<p>team members to maintain good recording practice.</p> <p>Understanding and acceptance of the continuous processes of change and understanding of principles of person centred work and changing the conversation</p>	D
Experience		
Motivation, support and mentoring.	<p>Experience in motivating people, promoting teamwork and leadership skills.</p> <p>Experience in staff development, such as NVQ assessments or practice supervision</p>	D
Decision-making.	<p>Providing care for clients with a range of needs in their own homes.</p> <p>To be able to undertake decisions to ensure that the service is being delivered effectively and safely.</p>	E
Equal opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	E
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	<p>Demonstrate an understanding of the safe working practices that apply to this role.</p>	E
	<p>Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.</p>	D

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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Job description questionnaire