

Job Profile Information: Support Coordinator, Disabilities Providers Accommodation Services

This supplementary information for Support Coordinator, Disabilities Providers Accommodation Services is for guidance for Job Level 2 Zone 1

Camden Way Category 2

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

- To support people with Disabilities to take control of their lives and, making use of the local community, to meet planned goals and outcomes.
- To provide high quality support to adults with Disabilities, to include physical and emotional support and personal care.

Example outcomes or objectives that this role will deliver:

- Participate in the care planning, monitoring and review process
- Promote equality of opportunity, choice, privacy, dignity, rights and independence
- Support customers to develop and maintain relationships and be attuned to customers' wellbeing needs
- Participate in organising and leading activities in the community and the service
- To follow organisational policies and procedures
- Ensure the safeguarding of vulnerable adults
- Participate positively in the supervision and appraisal process for performance management

People Management Responsibilities:

None

Relationships;

The post requires working effectively with a range of internal and external stakeholders, including customers and their relatives and friends, other professionals, colleagues and members of the community, and the ability to communicate with each at a level that is meaningful to them is essential.

Work Environment:

- Part of a busy vibrant Respite/Short Breaks service or Support Living Service, which requires all workers to be flexible to adapt to changing needs and demands of customers
- Working with people who may need hands-on support in all areas of daily living, including people moving, personal care and administration of medication
- Some customers may display behaviours which challenge the service
- The Service runs a choice of Long day hour shift covering in the following pattern;
 - 1) Two 14 hr shifts plus on 8 hour Shift P/W
 - 2) Three 14hr shifts in one week and Two 14hr Shifts in another week, Plus 4hrs for meeting and supervision.
- The total number of hours is 36 in a week for option 1 or 72 hrs in two weeks in option 2
- Universal precautions required to inhibit spread of infection.
- The service operates across seven days and will require the potholder to be available to work at any time within this; including evenings, weekends and bank holidays, and sleep-in cover.

Technical Knowledge and Experience:**Essential:**

- NVQ Level 3 or Equivalent
- IT Skills- use of Microsoft Office applications
- Experience in planning and leading on shifts.
- Manual handling
- Safe handling and administering of medication

- Food and hygiene
- Infection control
- Autism , Learning Disabilities or Brain Injury awareness
- Epilepsy awareness (exceptions can be made and knowledge can be shared via induction)
- Safe guarding Adults awareness

Desirable:

- NVQ 3 or above
- Lone working
- Dealing with challenging Behaviours
- Ability to work collaboratively with colleagues and other stakeholders
- Ability to communicate effectively with a range of stakeholders, using diverse methods and media
- Ability to plan and support people to access their planned activities, or to devise programmes for people who remain home in the daytime
- Ability to record information and write concise reports
- Ability to undertaking moving of people, following training in safe manual handling

Knowledge

- Demonstrable knowledge of Valuing People Now
- Principles of Personalisation and Person-Centred Approaches
- Understanding of the economic position in social care and the drive for efficiency
- Understanding of epilepsy, Autistic Spectrum Conditions and other long term conditions experience
- Experience of paid or unpaid work with people with learning disabilities

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility