

## Job Profile

**Job Title:** Support Coordinator, Day Services  
**Job Grade:** Level 2 Zone 1  
**Salary Range:** £29,413 – £31,529  
**Contract Type:** Permanent

### About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### About the role

- To support people with Learning 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 Learning Disabilities, to include physical and emotional support and personal care.
- Participate in the care planning, monitoring and review process
- Promote equality of opportunity, choice, privacy, dignity, rights and independence
- Support people to develop and maintain relationships and be attuned to customers' wellbeing needs
- Participate in organising and leading activities in the community and the service base
- To follow organisational policies and procedures
- Ensure the safeguarding of vulnerable adults
- Participate positively in the supervision and appraisal process for performance management
- Support people to travel as independently as possible using public transport, dedicated vehicles or private hire.

### About you

#### Essential:

- NVQ Level 2 – Care
- LDAF Induction

#### Desirable:

- NVQ 3 or above
- Proact SCIP®
- 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 run activities
- Ability to record information and write concise reports

- Ability to undertaking moving of people, following training in safe manual handling
- Ability to support people safely on specialist transport and other travel options
- 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
- Experience of paid or unpaid work with people with learning disabilities

#### **Work Environment:**

- Part of a busy and vibrant day service, which requires all Coordinators 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
- Will include supporting people to travel to and from the day service, on public transport, dedicated vehicles and private hire taxis
- To include shifts across the day to accommodate the needs of people who use the service.
- Some customers may display behaviours which challenge the service
- Universal precautions required to inhibit spread of infection.

#### **People Management Responsibilities:**

None

#### **Relationships:**

The post requires working effectively with a range of internal and external stakeholders, including customers and their carers, 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.

#### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

#### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

#### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

#### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,