

Job Profile

Job Title: Support Coordinator, Kingsgate 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. **As part of a dedicated care team you will provide both physical and personal care to a client group with disabilities and / or emotional support needs.**

About the role

- The day care officer will provide a range of activities for older people
- You will undertake physical and personal care tasks
- You are required to use your initiative in providing appropriate support to vulnerable, frail service users
- Within this person-centred environment, you will be expected to key work and provide individual support plans for a number of service users
- We provide a service for people with early onset dementia and you will be expected to offer emotional support to these service users
- It is expected that you will be able to provide support in all daily living tasks such washing, bathing, toileting and feeding

About you

- To have good communication skills, both verbal and written and be able to use a wide range of information technology within service delivery.
- Good organisational skills and an ability to prioritise workload in a flexible manner as appropriate.
- NVQ 2 as a minimum NVQ 3 desirable
- Substantial experience in care of older people
- Ability to work within a pressurised work environment and prioritise workload to respond to service demands in a flexible manner.
- Ability to work effectively as part of a team and to receive supervision from line manager
- Ability to use IT systems for client administrative tasks such as care plans
- Ability to carry out reviews with service users, carers and advocates
- Ability to communicate with a wide range of individuals including service users, family, carers', professionals and respond efficiently to queries.
- Ability to maintain professional standards and relationships within the centre
- Ability to understand and respect other people's opinions
- Ability to contribute towards creating a safe and protective environment for service users within the day centre
- Experience of working in a day centre setting
- Experience of working with frail, elderly people and people with physical disabilities

Work Environment:

Centre based but work may be across two sites

People Management Responsibilities:

None

Relationships:

- To work in partnership with the centre's management, care, admin and catering teams.
- To work within our stakeholders: Council Members, Adult Social Care Services, Health, Relatives, Advocates, Carers and Carer Organisations
- General Public

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). 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 or post to 5 Pancras Square, London, N1C 4AG,