



Job Description

Title of Post: House Co-ordinator

Purpose of Job: a) to be responsible for the wellbeing and development of residents and the day to day running of a household.
b) To take an active interest in issues regarding the whole community.

Responsible to: Care and Support Management Team

Responsible for: Residents, Voluntary co-workers, and other employed care staff in the house

Major Tasks:

1. To be responsible for the safety and welfare of all living and working in the household.
2. To support and supervise the voluntary co-workers and employed staff in the household.
3. To co-ordinate the daily living arrangements in the household and to ensure that all aspects of the care provided in the household comply with SSSC codes of practice and standards agreed by the Community in accordance with best professional residential care practice.
4. To be responsible for the management of the finances of the household and, as appropriate, to assist residents in the handling of their money.
5. To liaise with workshop leaders to ensure that Residents' needs are met within their work environment.
6. To identify and ensure that the training needs of voluntary co-workers and employed staff in the house are met.
7. To uphold and contribute to the social/therapeutic impulse, as part of the Camphill philosophy. To be present and actively participate in the annual festivals.
8. Co-ordination and implementation of driving duties required for the household. Car driving is an essential part of this role covering tasks such as taking residents to healthcare and various other appointments, shopping with residents, attending reviews etc.
9. Any other reasonable duties, as and when required, to meet Corbenic's needs.

Activities:

1. Safety, Welfare and Quality of Life

- 1.1 Ensuring that all voluntary co-workers uphold the dignity of residents living in the household so that all are enabled to play an active part in the making of day to day decisions.
- 1.2 Ensuring that matters of health and safety are accorded the highest priority and that all requirements in terms of the law and Council policy are met.
- 1.3 Ensuring that residents are encouraged and enabled to express their opinions and wishes about all aspects of their lives.

- 1.4 Actively encouraging relationships with others in the wider community, in particular with the relatives and friends of all those living in the household.
- 1.5 Carry responsibility for the buying of healthy, organic food as described in the Corbenic Nutrition Policy and provide healthy and balanced meals.
- 1.6 Responsible for the development and implementation of Individual Care Plans and Risk Assessments and to organise 6 monthly Reviews.

2. Support and Supervision

- 2.1 Supporting and supervising the voluntary co-workers and employed staff in the household and ensuring that their training needs are met, delivering on-the-job training as required.
- 2.2 Taking part in Diary, Planning meetings and House Co-ordinator meetings
- 2.3 Take part in regular Supervision sessions.
- 2.4 Meet with members of the Management group for Annual appraisal and reviews.

3. Co-ordination of Daily Living Arrangements

- 3.1 Ensuring that at all times there is sufficient cover in each household to meet the staffing standards agreed by the Care Inspectorate drawing to the attention of the team leader any difficulties which may arise in maintaining staffing levels.
- 3.2 Ensuring that residents live in a setting which fosters their independence and which they find comfortable and are at ease in, that they receive food which is wholesome, nutritious and to their liking. That they receive help with personal hygiene in privacy and in a manner that upholds their dignity, that they receive help with the purchase of clothing and with dressing as required. That recreational, cultural and spiritual activities are available within the household and that they are actively encouraged to take part in those outside the household, both in the Community and in the locality and that they have the opportunity to share in household tasks and other meaningful work in the community as far as they are able.
- 3.3 According the health and safety of residents and workers the highest priority at all times and ensuring that the procedures agreed for ensuring compliance with health and safety legislation and medical requirement, including the administration of medication, are known and adhered to.
- 3.4 Organising fire drills on a regular basis and other safety procedures as required by law or by the Local Authority.
- 3.5 Monitoring sensitively the actions of any person who may pose a risk to another and, in consultation with the Team Leader, taking appropriate action in line with Community policy when the need arises.
- 3.6 Operating efficiently and effectively the policies and procedures which have been agreed by the Community, particularly in relation to care plans and record keeping.
- 3.7 Ensuring that communication with Guardians is maintained to a high standard.

4. Financial Responsibilities

- 4.1 Administering the household budget within the limits agreed and keeping the necessary records of expenditure.
- 4.2 Ordering supplies of food, toiletries, cleaning materials and other daily necessities as required.
- 4.3 Ensuring that residents are assisted, as appropriate, with the administration of their personal allowances.

5. Training and Other Requirements

5.1 In consultation with the support team, identify training needs, both one's own needs and the needs of the voluntary co-workers and the staff team in the household, and ensuring that these needs are met.

5.2 Delivering 'in house' training as appropriate.

5.3 Undertaking training if required.

5.4 SSSC registration and relevant SVQ training

5.5 PVG membership (enhanced disclosure required)

6. Driving Responsibilities

6.1 This position requires a valid, manual driver's license. Evidence of this will be requested at point of hire. Corbenic Camphill Community is situated in a rural location which is not served by public transport; therefore, driving is an essential means of transport used for the Residents' daily living arrangements.