

KINGDOM SUPPORT & CARE CIC

JOB DESCRIPTION

JOB TITLE:	Service Coordinator - Falkirk
JOB GRADE:	Spinal Points 28 –30 (Qualification Bar at 29) £31,477 - £32,826
ACCOUNTABLE TO:	Support & Care Manager or such other senior member of staff who may be appointed.

Overall Aim of the Job

To assist the Support & Care Managers to manage a range of services; ensuring an appropriate, flexible and responsive service is provided to supported individuals in keeping with the service objectives. The post holder will work across all services, providing cover for periods of coordinator absence.

Main Tasks or Activities of the Job

1. To ensure that the support and care requirements of each supported individual are met through the provision of quality services which meet National Care Standards, Care Inspectorate and Local Authority requirements.
2. To manage a service, including staff management, monitoring of staffing levels, recruitment and selection, training, dealing with disciplinary and grievance, absence management and performance issues, in liaison with the Support & Care Manager.
3. To assist the Support & Care Manager in promoting social inclusion, targeting priority groups, including: managing the common facility / staff base (where appropriate), developing relationships with the local community, agencies and groups for the benefit of the supported individual and the organisation.
4. To participate in the overall development, delivery and monitoring of the Support & Care Service, managing budgets as delegated.
5. To ensure compliance with: the National Care Standards, identified for each service by the Care Inspectorate: the requirements of the Scottish Social Services Council, Health and Safety legislation, including fire regulations and Health and Social Care Partnership contract conditions in our areas of operation.
6. To provide reports, as required, including financial information, interpreting and analysing information in order to contribute to problem solving and decision making, in liaison with the Support & Care Manager.
7. Working with external agencies and coordination of assessments for prospective supported individuals.

8. To establish and maintain professional relationships in respect of supported individuals, family / friends of supported individuals, colleagues and other professionals.
9. To ensure the ethos, policies, procedures, codes of conduct / practice, guidelines and objectives of the organisation are implemented in the services provided.
10. Any other duties which may be required from time to time by the Support & Care Manager or such other senior staff member who may be appointed.

Other Features of the Job

The hours of work are as per detailed in the principal statement of terms and conditions, worked in accordance with the needs of the Support & Care Service.

This post is designated as a business car user. The post holder will be required to travel across all areas of our operation. Shift working may be required and to meet the needs of the individual services, sleep in and waking night duties may be required. The postholder will be required to participate in the management On-Call service.

It is likely the duties listed may need to be varied to suit the changing requirements of the Support & Care Service.

The organisation gives every encouragement to members of staff to undertake training for approved courses including financial assistance where appropriate and the Support & Care Service is committed to SVQ training for all staff.

Job Location

The operational base is as per detailed in the principal statement of terms and conditions. You will be required to work and operate at any of the organisation's Support & Care Services to meet the flexibility requirements of the Service. The organisation reserves the right to either temporarily or permanently move an employee to another location.