**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Co-ordinator |
| Salary: | £30559 - £36124 |
| Grade: | G8, with progression to Grade 9 once competency framework met |
| Hours: | 37 hours |
| Team: | TBC |
| Service Area: | Adult Social Care |
| Primary Location: | TBC – we have locations in the Vale/South, West , East, North and City Adult Social Care locality teams.  |
| Budget responsibility: | None |
| Responsible to: | Practice Supervisor or Grade 11 Supervisor |
| Responsible for: | None |
| Political Restricted Post: | No |

## Job Purpose

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| *A brief overview of the key objectives of the job:*This post is based in Adult Social Care and the post holder will be required to work collaboratively across adult social care and partner agencies to support and promote strong communities, making a real difference to the people and communities we serve, now, and for the future, whilst ensuring that we are delivering value for money**.** Support is delivered through a strength based approach to create opportunities, build resilience and long-term support networks so that people live their lives as successfully, independently and as safely as possible.The post holder will work within the competency framework achieving completion and passing of Core social work and occupational therapy modules within one year and progression to Advanced Level in one of the modules thereafter.  |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.**Roles and Responsibilities:** * Work within the requirements of the Care Act 2014, Mental Capacity Act 2005, Mental Health Act 1983 and any other relevant legislation, guidance and codes of practice, providing personalised information and advice to individuals, families and their carers.
* To be responsible for the management and prioritisation of a caseload as allocated by the Practice Supervisor. To refer cases, in discussion with supervisor, to an appropriate professional (Social Worker or Occupational Therapist) where complex needs or safeguarding issues arise.
* Use strength based approaches, ensuring that in responding to eligible needs all options including the use of informal support networks, community resources, and the assessment of equipment, adaptations and Occupational Therapy are explored in order to achieve identified outcomes.
* To undertake timely and proportionate assessments, reviews and interventions and other duties relating to individuals, families and carers.
* Ensure support plans are reflective of the individual’s needs and outcomes by providing a clear breakdown of how these are being met, regardless of determination of eligibility.
* Identify and make necessary arrangements where an individual would benefit from services which will improve and maintain independence, in particular, reablement services and basic equipment including Assistive Technology to meet needs and reduce risk.
* To make telephone enquiries, undertake face to face visits in the community, facilitate clinics.
* To participate in duty including telephone and emergency advice.
* Identify and appropriately report and adult and children safeguarding concerns.
* Maintain comprehensive, accurate, defensible records of work undertaken, to ensure compliance with organisational guidelines and standards.
* Work within departmental policies, procedures and guidelines including but not limited to Data Protection Act, confidentiality and information sharing protocols

**Equalities and Diversity** Oxfordshire County Council is committed to an Equal Opportunities Policy, which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to other employees and individuals they work with.The nature of this post will require flexibility to meet service needs as they arise which may include some work outside normal office hours including responses to emergencies. The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post. The post holder will be allocated a main team base but will be required to move between bases as required. From time to time you may be asked to work at a different base to cover operational needs. Oxfordshire County Council is re-organising office accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location.Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| **Educational Achievements, Qualifications, Training and Knowledge*** GCSE or equivalent and/or relevant experience
* Good standard of English and Mathematics
* Good knowledge and IT ability (word processing, emailing, internet)
* Understanding of confidentiality and information sharing protocols

  | A |
| **Experience*** Knowledge of legislation and statutory guidance relevant to Adult Social Care
* Experience of working (paid or voluntary) in a care related field e.g. social care, health
* Knowledge and understanding of people with a range of needs
* To demonstrate a high level of interpersonal and communication skills.
* To draw upon and promote professional values and ethics
* To demonstrate skills in record keeping and report writing in line with organisational requirements
* Ability to work as part of a multi-disciplinary team and independently.
* Experience of managing own work flow and supporting the processes to manage and standardise activity and demonstrate an ability to work within agreed targets including safeguarding timeframes
* Experience of supporting the delivery of cost efficiencies.
 | A/I |
| **Job Related Aptitude and Skills*** Ability to operate in a climate of change and to embrace new ways of thinking and working
* Highly organised with a solution focused, logical and innovative approach to challenges
* Is available and approachable and takes time to consult and communicate with sensitivity and understanding
* Actively supports and contributes to the flow of communication through the organisation
* Prioritises clearly and appropriately
* Supports the team to deliver against service plans
* Commitment to own personal and professional development
* Active listener and responsive to the view of others
* Commitment to and understanding of the principles of Equal Opportunities for all in employment and the delivery of services
* Acknowledges, respects and responds to individual differences and diversity requirements
 | A/I |
| **Personal Qualities*** Stays calm under pressure
* Accepts and responds to constructive feedback
* Considers the impact on others when making decisions

Ability to positively and clearly communicate to a wide range of people | A/I |
| **Special Requirements:*** Satisfactory Disclosure and Barring Service (DBS) check.
* Commitment to inter-agency working
* Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies
* Ability to travel to and access a variety of premises including people’s homes
* Ability to move and handle equipment and people
 | A |
| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge*** Qualifications or training in care related field.
 | A |
| **Experience*** Social and community services experience.
* Experience of strength-based assessments.
* Up to date knowledge of recent legislation and government policy within social and health care sector
* A good understanding of the role & value of carers
* Experience in financial management
* Assessment and provision of equipment and adaptations
* Able to access a variety of locations
 | A/I/T |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [x]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [x]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

April 2022