Coordinator Home First (Adult Social Care)

**Job details**

**Salary range:** Grade 8 £29,269 - £32,076 per annum plus a 5% enhancement for weekend working pattern.

Progression opportunities to Grade 9 once competency framework conditions are met £32,076 - £34,834 per annum plus a 5% enhancement for weekend working pattern.

**Work location:**We are an agile team with offices linked to each of our four teams across the county of Oxfordshire. We have vacancies across our four Home First Neighbourhood Teams

These teams have office bases in City, North, West/Vale and South Oxfordshire

A combination of remote, face to face and office-based working is expected depending on the needs of the people supported. Any applicants will be able to highlight their desired location during the recruitment process

**Hours per week:**37 with rotational weekend work (max. 21 weekend days per 12 months)

**Contract type:**Permanent

**Vetting requirements:**This role is subject to a Criminal Records Check.

***Join our passionate, forward-thinking, creative therapy led multidisciplinary team during this exciting time of growth, delivering discharge to assess and reablement in the county of Oxfordshire. A team that gives you the autonomy to deliver creative interventions for the people you work with.***

**About Us**

**At Oxfordshire County Council, you don’t just work for us… you learn, grow, and thrive with us.**

Whatever your career aspirations are in adult social care, we’re here to support and empower you to lead your growth from the front.

Combined with a passion to do adult social care differently, [our vision](https://jobs.oxfordshire.gov.uk/oxfordshire-way) empowers you to play a lead role in helping people stay fit, healthy and independent in their communities for as long as possible and to deliver a genuine tailor-made approach to care.

We support this by providing:

* Autonomy to do your role with an approach that supports [The Oxfordshire Way](https://jobs.oxfordshire.gov.uk/oxfordshire-way).
* Job swap opportunities to explore different areas of adult social care.
* Stable leadership support and mentorship, with regular group and 1:1 supervision.
* Continuous opportunities to develop through the organisation.

*Because we know that when you thrive, the people you work with thrive.*

**About the role and team**

Our hospital discharge services are undergoing an exciting transformation to support the residents of Oxfordshire in having their needs assessed and met in their own homes, rather than at a hospital bed side.

Home First D2A, as a new service encourages creative thinking, ideas and innovations to support the development of the service from all our employees.

As part of our team you will:

* Work closely with our reablement providers and the voluntary sector you will support and guide people to regain independence in their own home using a strength-based approach to goal planning during short term intermediate care provision. This intervention will be provided following discharge from hospital or to help prevent admission to hospital.
* Draw upon your skills and knowledge in activity analysis, assistive technology, aids and minor adaptations to support the reduction in formal care wherever possible. Moving and Handling skills will also be required.

**About you**

You are…

* **Always learning** as a coordinator you will be supported with ongoing learning and development opportunities.
* Driven to **do things differently** to find creative solutions that problem solves with the person, rather than for the person.
* Willing to **take responsibility,** you are a self-leader with the ambition to lead your community in different areas of adult social care.
* **Kind and caring**, with an understanding of and respect for individuals’ qualities, abilities and diverse backgrounds.
* Advocating for **equality and integrity** in all you do, and with your strong communication skills you work collaboratively to achieve the best outcome.
* Any applicant will need to hold a valid driving licence and have access to a vehicle

**Our** **Rewards and benefits**

Learn more about how you **learn**, **grow** and **thrive** with us…

* Up to **33** day’s holiday p.a. plus bank holidays - Option to ‘buy’ additional days
* Membership of the Local Government contributory pension scheme, employer’s contribution of up to **19.9%**
* Relocation package up to a maximum of **£8,000** to cover reimbursement of expenses for newly appointed employees (conditions apply in line with Council Policy)

Regular weekly and monthly formal and informal support and supervision

**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

**Job Profile**

The job profile provides 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.

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| **Job Details**  |
| Job Title:  | Co-ordinator  |
| Salary Grade:  | G8, with progression to Grade 9 once competency framework met  |
| Hours:  | 37  |
| Team:  | TBC  |
| Service Area:  | Adult Social Care  |
| Primary Location:  | TBC  |
| Budget responsibility:  | None  |
| Responsible to:  | Practice Supervisor or Grade 11 Supervisor  |
| Responsible for:  | None  |
| **Job Purpose** This is a brief overview of the key objectives of the job including the context within the team/department.  |
| 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 Level 8 of both the social work and occupational therapy modules within one year and progression to level 9 in one of the modules, unless opportunities within the area of work do not provide for this.  |
| **Job Responsibilities** This is a 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.  |

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| 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.  |

**Selection Criteria**

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), 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. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| **Essential Criteria**  |
| **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  |
| **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  |
| **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  |
| **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 **.**  |
| **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  |
| **Desirable Criteria** **Educational achievements, Qualifications, Training and Knowledge** **•** Qualifications or training in care related field. • To be fully vaccinated against Covid-19 unless exemptions apply – assessed by documentation, see below  |
| **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  |
| **Physical:** • Able to access a variety of locations  |

**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

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| Additional pre-employment checks specific to this role include: 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  |   |
|  Enhanced Disclosure and Barring Service check with Children’s Barred List  |  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  |   |
|  Other (please specify):  |   |

**Working Conditions**

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| This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder. **Health & 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).  |
| 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 WCC 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)  | 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  | Face-to-face contact with members of the public  |
| Other (please specify):  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.