

**Post Title:** Health and Social Care Co-ordinator AA3867

**Evaluation:** 532 points **Grade:** N07

**Responsible To:** Resource Manager/Team Leader

**Responsible For:** N/A

**Job Purpose:** Use a reablement approach to work with service users with disabilities or health needs to develop and provide care and support plans which will encourage the service user to achieve continued independence in the community, relative to their needs.

This post requires the postholder to have a flexible approach to work location, duties and hours, including shift work, working evenings/weekends, and sleep-in duties.

**Main Duties:** The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To be responsible, as delegated, for supporting, supervising and co-ordinating members of the staff team. This may include assuming delegated responsibilities for managing the operation of the service during a particular shift.
- 2 To work as a member of a team sharing relevant information about service users and the general running of the service in a timely and professional manner.
- 3 To undertake assessments of the needs of service users in order to develop, implement (including direct provision of care tasks required), monitor and review the individual's care plan. To appropriately involve service users at all times, ensuring the constant promotion of the individual's right to dignity, respect and choice.
- 4 To undertake the key worker role for assigned service users, attending personal planning meetings, reviews and other relevant meetings.
- 5 To establish and maintain good working relationships with officers from other Directorates, agencies and organisations, including engaging with health colleagues and other professionals as appropriate to the service user's needs.
- 6 To engage with local communities to identify other support for the benefit of the individuals.
- 7 To maintain records and administrative systems within the service in accordance with City Council policies and financial regulations.

- 8 To assess risks of harm and abuse to individuals and take necessary action to deal with this.
- 9 To ensure personal and professional development by participating in support, supervision, appraisal and training programmes as required.
- 10 To undertake, as delegated, any tasks in relation to the requirements of being registered with the Care Quality Commission.
- 11 To participate in working parties and planning groups as directed by the Resource Manager.
- 12 To promote a positive customer experience within the service.
- 13 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 14 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.