**Job Description**

**Title of Post:** AssistantHouse 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:** House Co-ordinator

**Responsible for:** Residents, Voluntary co-workers and Senior support workers & support workers.

**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 living and working in the household as delegated by the House Co-ordinator.
3. To assist with co-ordinating the daily living arrangements in the household and to ensure that all aspects of the care provided in the household comply with the standards agreed by the Community in accordance with best professional residential care practice.
4. To support with the management of the finances of the household and, as appropriate, to assist residents in the handling of their money.
5. To support with the induction process for volunteers.
6. 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.

**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.

1. **Support and Supervision**

2.1 Supporting and supervising the voluntary co-workers and senior support workers and support workers as delegated by the House Co-ordinator, and helping ensure that their training needs are met, delivering on-the-job training as required.

2.2 Taking part in House Coordinator meetings

2.3 Take part in regular Supervision sessions.

2.4 Meet with HR manager & Care & Support Manager for annual appraisal.

1. **Co-ordination of Daily Living Arrangements**

3.1 Supporting House Co-ordinator in 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 given the choice 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 Assisting with 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 Care & Support Team, 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.

1. **Financial Responsibilities**

4.1 Supporting the House Co-ordinator with 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.

1. **Training**

5.1 Delivering training as appropriate.

5.2 Undertaking training if required.

**Person Specification**

**The ideal candidate will:**

* hold SVQ 3 in Social Services & Healthcare or be willing to work towards this qualification.
* be willing to register with the Scottish Social Services Council (SSSC) and work to SSSC standards whilst adhering to Corbenic’s policies and procedures.
* become a member of the Protecting Vulnerable Groups (PVG Group).
* have knowledge of the factors involved in providing services for adults with learning disabilities.
* have extensive experience providing care and support to people with learning disabilities.
* have experience co-ordinating teams, ability to work effectively within teams and to motivate others.
* be able to work under the direction of the House Co-ordinator
* ability to communicate effectively, both orally and in writing have good communication with excellent interpersonal skills.
* the ability to effectively manage the demands of a busy household with good organisational and time keeping skills.
* have prior experience in writing reports and record keeping.
* ability to foster the creation of a warm and caring atmosphere within a household.
* be willing to liaise with multidisciplinary teams.
* have a flexible approach and ability to work shifts.
* be patient, approachable, sensitive and decisive.
* be committed to taking on training relevant to the post.
* have a full driving licence.