

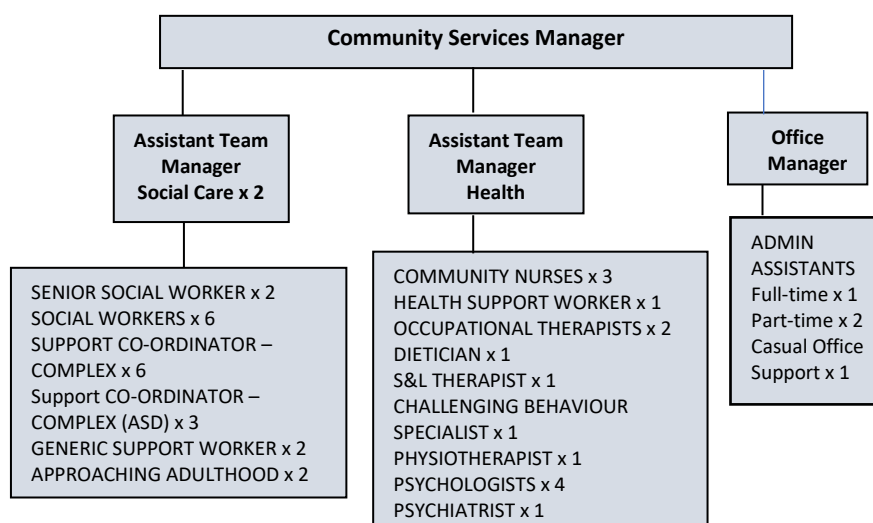
Job Title
Support Co-ordinator Complex
Salary £29,577 - £33,782

Directorate:	People	Section/Location:	Adult Social Care
Grade/Salary Range:	BG-G (SCP 25 -30)	Work style:	Free

Key Objectives of the role

The role of the Support Co-ordinator Complex is to work with people, their families, and other agencies people to:

- Assess needs under the Care Act.
- Construct plans and find resources to meet those needs
- Participate in Safeguarding actions.
- Apply a strength based approach to supporting people and their carers
- To work as part of a multi disciplinary team to ensure the best outcomes for individuals

Designation of post and position within departmental structure


Daily and monthly responsibilities

Responsible for a caseload of adults with Learning Disabilities and Autism.

Work with people who may also have issues with drugs and alcohol, forensics and mental health.

To support people to assess their needs and eligibility and under the Care Act 2014.

Responsibility for submitting applications for health funding such as sec117 funding and Continuing Health Care and for carrying complex CHC cases.

To commission appropriate services from provider partners, assessing the level and hours of support required and calculating the costs

Responsible for liaising with housing providers and BFC housing department to source appropriate housing on behalf of people we support

To support individuals with benefits and debt issues and liaise on their behalf with the Deputy Department.

To undertake Court of Protection DOL assessments

To take part in or chair Best Interest Meetings

Where required, to hold Approaching Adulthood cases, liaising with SEN, schools and colleges

To liaise and communicate appropriately with other professionals and organisations and to take responsibility for organising Multi – Disciplinary meetings where appropriate

To work with Carers and Carers organisations.

To support Parents with Learning Disabilities and Autism in dealing with Children's services and the Courts.

To take a full and active part in adult Safeguarding, gathering and assessing information and inputting to strategy meetings

To update electronic records and to input financial information for the use of other BFC departments

To regularly update knowledge around all issues of social care and health and attend appropriate training, maintaining registration with the Health & Care Professions Council.

To undertake such other duties as may from time to time be necessary, compatible with the nature of the post

Scope of role

The people supported by the department are vulnerable. Failure to carry out this role appropriately will place people at risk of harm, and the Council at reputational risk, and risk of litigation.

This position has access to information on matters of a confidential nature relating to work of NHS services, social services and/or the health and personal affairs of people who use our services and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification



KEY CRITERIA	REQUIRED	PREFERRED
Skills and qualifications	Extensive experience of working in Learning Disabilities services	<ul style="list-style-type: none"> Safeguarding Level 3. Knowledge of CHC
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Knowledge of the relevant legislative framework and national policies. Experience of working with people with Learning Disabilities Commitment to person-centred values and respectful of diversity Ability to communicate effectively with a wide range of people Willingness to work in a multi - disciplinary way Willingness to learn how to cost services and deal with finance queries Ability to ensure creativity to provide services that are value for money Well developed assessment skills. IT skills:- Social Care Record, Word, Excel and Email. Ability to write clear concise reports and case notes Experience of working with budgets and budget monitoring. Ability to prioritise and organise workload 	
Work-related Personal Requirements	<ul style="list-style-type: none"> To be organised with meticulous record keeping. Ability to take responsibility and accept accountability at appropriate level. Motivated and person-centred values. 	
Other Work Requirements	<ul style="list-style-type: none"> Ability to travel for work as required. Satisfactory enhanced DBS check. 	<ul style="list-style-type: none"> Valid driving licence. Own car.

KEY CRITERIA	REQUIRED	PREFERRED
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Role models and demonstrates the Council’s values and behaviours

