

JOB DESCRIPTION

Job Title:	Support Coordinator – fixed term contract / secondment to 31.03.26		
Directorate:	People	Salary:	£29,093 - £34,314 FTE plus £706 LW and £963 ECU
Section:	Adult Community team – EIP	Grade:	BG – H SCP 15 - 24
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- To provide advice, information, support and care to vulnerable people in Bracknell.
- To work with people to coordinate the identification of their needs and develop support plans to meet those needs, maximising choice, control and independence.
- To case manage and support people on the Intermediate Care Service or receive other short-term services through the Early Intervention and Prevention Service to prevent avoidable hospital admission, support on discharge from hospital and maximise their independence, reducing or delaying reliance on long term services.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To support people when they first come out of hospital on to the Intermediate Care Service, ensure they are receiving the right level of support and liaise with the Physiotherapists, Occupational Therapists and Nurses on the team.
- To make phone calls to the public and professionals – recording information, referring to the correct person or team. Signposting, offering advice and information.
- To visit people in their home environment and carry out assessments or signpost to where support can be provided.
- To apply a strength-based approach, using the conversations model to connect people to their community/social network and problem solve together.
- Work with people, including advocates and carers, to develop person-centred plans, designed to meet needs in ways that maximises independence, choice and control, and are legal and affordable.
- Ensure that throughout this work, all policies and procedures of the department are adhered to.
- Ensure good and regular communication with management regarding individuals being supported and escalate concerns in a timely manner.
- Participate in all mandatory training and other training as identified through supervision and appraisal.
- Help people to effectively 'Help themselves' where possible and to support those who require intermediate care and/or long-term social care.

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.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

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	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Safeguarding Level 1</p> <p>Experience of working within a Social Care or health setting and knowledge of the Care Act.</p>	<p>BSL Training</p> <p>NVQ 3 in Care or equivalent experience and training</p> <p>Trusted Assessor Training</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding vulnerable adults and promoting their welfare.</p> <p>Experience and understanding of Intermediate Care and the role of the wider Early Intervention and Prevention Service</p> <p>Commitment to person centred values and knowledge of how to translate this to practice</p> <p>Ability to communicate effectively with a wide range of people in a wide range of circumstances</p> <p>Empathic and respectful of diversity</p> <p>IT Skills – Social Care records, Word and Outlook</p> <p>Good report writing skills</p> <p>Able to prioritise and organise workload</p>	
Work-related Personal Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent).</p>	
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check</p> <p>The ability to converse</p>	

easily with members of the public
and respond effectively to questions
in spoken

This post is exempt from the
Rehabilitation of Offenders Act 1974

**Role models
and
demonstrates
the
Council's
values and
behaviours**

Our values define who we are. They
outline what is important to us. They
influence the way we work with each
other – and the way we serve our
residents and engage with our
communities.

We make our values real by
demonstrating them in how we
behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

