

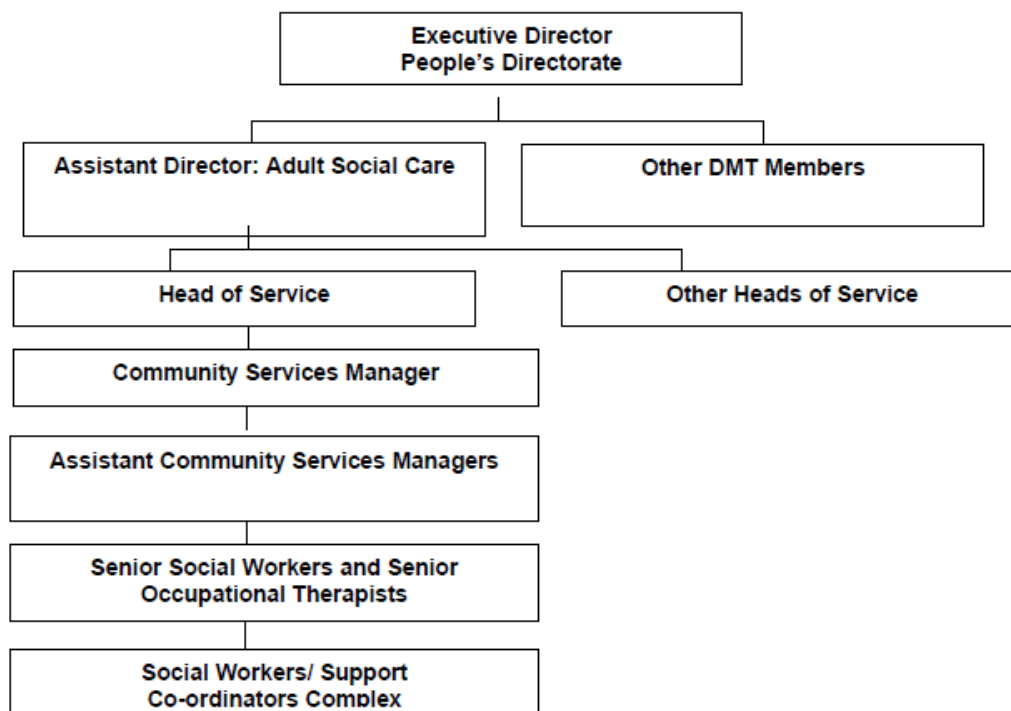
JOB DESCRIPTION

Job Title:	Support Coordinator Complex – Hospital Team		
Directorate:	People	Salary:	£36,363 - £40,477 plus £729 LWA & ECU £963
Section:	Hospital Team	Grade:	BG-G SCP 25 - 30
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- 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, all policies and procedures of the department are adhered to.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To participate in the duty arrangements for the team.
- To apply a strength-based approach, using the conversations model to connect people to their community/social network, and problem solve together.
- Make referrals for specialist assessments/intervention as appropriate.
- Work with family carers to identify their needs as carers and to develop appropriate plans with the carers to meet those needs.
- When necessary, complete the Resource Allocation System and present support plans for approval in accordance with Scheme of Delegations.
- Provide support for the appropriate arrangement and implementation of those plans.
- Ensure that, throughout this work, all policies and procedures of the department are adhered to.
- Participate in safeguarding assessments and planning.
- Participate in MDT's and discharge planning meetings.
- To act in the best interest of an individual who lacks mental capacity, using the
- Principles defined in the Mental Capacity Act (2005) to maintain their safety until a time that capacity returns, or alternative arrangements are made.

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.

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	<ul style="list-style-type: none"> Recognised Social Work qualification or equivalent experience and training Safeguarding level 2 	<ul style="list-style-type: none"> Safeguarding level 3 BIA
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. Knowledge of the relevant legislative framework and national policies Experience in completing mental capacity assessments Commitment to person-centred values, and knowledge of how to translate into practice Ability to communicate effectively with a wide range of people in a wide range of circumstances Empathic and respectful of diversity IT skills:- Social Care Record, Word, Excel, Microsoft Outlook Good report-writing skills Able to prioritise and organise workload A minimum two years' experience in a social care or healthcare setting, 	<ul style="list-style-type: none"> Court experience Hospital experience
Work-related Personal Requirements	<ul style="list-style-type: none"> The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment. Flexibility Ability to take responsibility and accept accountability at appropriate level Motivated and person-centred values 	

	<ul style="list-style-type: none">• Must work well as a team member, and alone.
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p> <p>Ability to travel for work as required.</p> <p>Anything that is applicable to the role that is out of the norm.</p>
Role models and demonstrates the Council's values and behaviours	<p>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.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

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.

