

Home Care Co-ordinator				Purpose			
Reference No.	A4145	Type	Individual	Management of personnel and administration of Home Care Services. Co-ordinate the day to day delivery of a care at home service.			
Service	Health & Social Care						
Job Family	Professional	Grade	FC7				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Ensuring that Service Policies are adhered to in accordance with National Care Standards and monitoring and reviewing service provision.				To ensure you achieved registration with SSSC as a Supervisor in a Care at Home Service within 6 months of starting in a new role, you must apply to register within 3 months of your start date. To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role. You must have a practice and a supervisory qualification, or one qualification which meets the full criteria. - Practice Qualification - SVQ Social Services and Healthcare at SCQF level 7 or equivalent.		✓	

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	<p>-Supervisory qualification - 15 credits at SCQF level 7 containing supervision /management theory and practice specifically for a supervisor of a care home.</p> <p>-Full qualification - SVQ Social Services and Healthcare at SCQF level 9.</p> <p>The benchmark qualifications are listed here: https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/</p> <p>If you do not currently hold a benchmark qualification, your registration will be granted subject to the condition that you achieve the required qualification within your first period of registration.</p> <p>Significant experience in a relevant setting</p> <p>Management experience in care setting</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Achieving objectives within the Service Improvement Plans and Care Commission Standards in terms of performance, people and partnerships, promotion of equal opportunities, rights, culture and diversity.</p>	<p>Leadership skills</p> <p>Ability to work independently</p> <p>Organisational skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Managing team performance, organising supervision, 6 monthly direct observations and direct observation of the people in your team.</p> <p>Ensuring staff have the appropriate training and skills to deliver quality and safe care, providing support on site with training, demonstration and advice.</p>	<p>Knowledge and understanding of the value of performance management/monitoring.</p> <p>Communication skills both oral and written</p>	<p>✓</p> <p>✓</p>	

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Providing guidance and instruction to enable staff to practice safely and effectively. Manage staff absence as per local procedures.			
Maintaining accurate employee records including absences, training, timesheets, mileage claims and additional hours worked.	IT skills	✓	
Maintaining accurate, up-to-date database of all relevant service user records and taking responsibility for the effective application of information management systems.			
Awareness of budget control.	Ability to understand and to contribute to local budgets		✓
Operating within the framework of service policies and procedures e.g. Health and Safety Regulations, Data Protection Legislation and Confidentiality Policy.	Experience of identifying and adopting models of practice in order to achieve positive outcomes	✓	
Engaging and working in partnership with service users, family members, colleagues, statutory/voluntary agencies and others as appropriate.	Team working skills Ability to engage with others and work in multi-disciplinary setting to achieve common goals	✓ ✓	
Monitor quality of the service delivered and adherence of care at home workers to service policies / procedures by conducting quality reviews of the service. Carry out 6 monthly reviews / revisions on an ongoing basis of each Service User in your defined locality observing staff practice and correcting when unsafe. Ensure the safety of the staff member and the service user by making changes to the plan of care.	Ability to undertake designated training and put new skills into practice Ability to travel throughout Fife within agreed times.	✓ ✓	
Carry out formal M&H competency assessment of M&H practices for each staff member. Amend moving and handling plan as necessary Take required action following assessment and recording outcomes.	Knowledge of Fife Health and Social Care Partnership procedures/Guidance	✓	
Monitoring and reducing risk to service users and others.			

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Assessing risk to service users and / or staff, post – accident / incident, and/or where any significant change is reported / noted e.g. during a quality check on site.	Experience of carrying out risk assessments	✓	
Implementing short term risk controls to minimise risk to staff / service user to an acceptable level until a formal service user review takes place.			
Updating documented care plan, including risk assessment / handling plan.			
Providing on-site and service user specific instruction on care practice including moving and handling methods and equipment where this is required. Ensuring staff are competent following the onsite instruction familiarisation.	Experience and Knowledge of a range of equipment e.g. sliding sheets, hoists etc.	✓	
Recording, Investigating / interview incident / accident which may arise. Recording using appropriate IT systems and procedures. Following up where necessary on site to ensure staff / service user safety.	Report writing skills		✓
Identifying causes and implement measures to avoid or minimise recurrence by assessing the situation and making changes to the care plan including handling assessment and the plan to make the situation safe for the service user and the staff.			
Operating within the framework of service policies and procedures e.g. Health and Safety Regulations, Data Protection Legislation and Confidentiality Policy.			
Ensuring individuals are treated in a respectful and dignified manner at all times.			
Attending, organising and chairing meetings within a locality, and undertaking development training as required.	Must be flexible and be able to work out with office hours on a rota basis	✓	
Responding to service changes ie new allocations, increases/ decreases in care, suspensions and service ends.			

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Organising your team's absences ensuring rota coverage at all times.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>