



Role Profile

Job Title: Short Stay Support Co-ordinator

Reference No:	A5782		
Service:	Integrated Community Care Services		
Job Family:	Social Services / Social Work / Social Care	Grade:	FC7

Purpose

To co-ordinate the multi-disciplinary activity required to facilitate the optimal functioning of short stay residential units in local authority care homes. To carry out timeous assessments, liaise with multi-disciplinary partners to ensure that the right services are in place within the care home, and to ensure that obligations, including statutory responsibilities are carried out on time to enable 'flow' through the health and social care system.

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
Develop, create and maintain systems to ensure 'flow' of individuals through the health and social care system and maximise the efficient use of internal short stay resources which include respite care, STAR (Short Term Assessment and Review) beds, and short stay beds.	To ensure you achieve registration with SSSC as part of the Social Care workforce within 6 months of starting in a new role, you must apply for registration within 3 months of your start date on the Social Care Workforce - Supervisor register. To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role, complete the required Continuous Professional Learning (CPL) for the role and submit an annual declaration via MySSSC. For this role, a practice and a supervisory qualification, or one which meets the full criteria is required: Practice Qualification - SVQ Social Services and Healthcare at SCQF level 7 or equivalent. -Supervisory qualification - 15 credits at SCQF level	✓	

	7 containing supervision /management theory and practice specifically for a supervisor of a care home. Full qualification - SVQ Social Services and Healthcare at SCQF level 9. For more details about qualifications and timeframes, go to https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/ 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 the timeframe defined by SSSC.		
Screen referrals from Community Social Work Teams, GP's, Acute and Community Hospitals and liaise with relevant professional to progress or articulate clearly where needs cannot be met or that further information or action is required.	Ability to provide a regular, effective and efficient service.	✓•	
Carry out timeous social care assessments of individuals' needs in both community and hospital settings across Fife prior to admission to appropriate resource.	A knowledge of and ability to apply an outcomes-focussed approach. Ability to promote high standards of care.	✓• ✓•	
Regular attendance at multi-disciplinary 'flow' meetings, providing support to other professionals in relation to referral, assessment and criteria for residential social care.	A working knowledge of Health and Social Care Standard and other national and local guidance, policies and procedures relating to role.	✓•	
Plan and co-ordinate regular Multi-Disciplinary Team Meetings.	Experience of joint working to achieve common goals	✓•	
Liaise with social work teams to ensure that social work assessment and review functions are carried out within set timescales.	Ability to travel throughout Fife, often at short notice.	✓•	
Liaise with multi-disciplinary partners to ensure that identified needs are met during stay and that there is an active and timeous plan for discharge which is followed.	Ability to manage and prioritise workload.	✓•	
Make referrals to other agencies or Services as required.	Knowledge of the needs of Service Users Ability to demonstrate initiative Ability to work in a flexible way	✓• ✓• ✓•	
Monitor and evaluate effectiveness of short stay services using different methods including service user consultation and data collection from different sources.	Experience of decision-making and ability to articulate this in different contexts.		✓•
Undertake relevant training, take ownership and be responsible for own continuous professional development, ensuring all required	Knowledge of Health and Safety requirements	✓•	• •

mandatory training and development needs are met within the required timescales	Knowledge of quality assurance systems		✓.
Assess potential risks whilst operating within the framework of service policies and procedures e.g. Health and Safety Regulations, Data Protection Legislation and Confidentiality Policy.	IT skills and ability to use systems required for the role.	✓.	
Overseeing and contributing to care plans using key concepts within the Health and Social Care Standards, actively promoting and ensuring a high standard of care and a focus on enabling people to return to their own homes wherever possible.	Working knowledge of care assessment, risk management and risk assessment.	✓.	
	Experience of working with adults and/or older people in care or support setting.	✓.	
	Experience of working effectively and maintaining relationships in contexts where there are competing priorities and different professional standards.		✓.
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

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.

Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.