

Rostering Co-ordinator			
Reference No:	A5809		
Service:	Health & Social Care		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC6
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:			
Ensuring that service policies are adhered to in accordance with National Care Standards and monitoring and reviewing the services provided.			
Achieving objectives within the service improvement plans and care commission standards in terms of performance, people and			

Purpose		
Management of personnel and administration of care home services.		
Coordinate the day-to-day organisation of central support teams of a care home service.		
Person Specification: Skills, Knowledge, Qualifications or Experience	E	D
SVQ Level 3/SCQF Level 7 Social Services and Healthcare And PDA Health and Social Care Supervision at SCQF Level 7 with 15 credits Or SVQ 4 Social Services and Healthcare SCQF Level 9	✓	
If you are eligible to apply to register with the SSSC and you do not currently hold all the required qualifications, you can still be granted registration subject to the condition that you must achieve the required qualifications within your first period of registration.	✓	
Management experience within a care setting	✓	

Role Profile

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
partnerships, promotion of equal opportunities, rights, culture and diversity.			
Managing the performance, organising supervision, team meetings, 6 months direct observations of agency, casual and relief workers.	Leadership skills, ability to work independently	✓	
Managing attendance management in line with Fife councils' attendance management policy with the inclusion of back to work interviews.			
Monitoring the quality of the service delivered and adherence of care home workers to service policies/procedures by conducting quality reviews of the service provision. Carrying out formal Manual Handling competency assessments of Manual Handling practices for each staff member including relief and agency workers. Taking the required action following assessment and recording outcomes. Recording, investigating/ interviewing accident/ significant occurrences which may arise. Recording using appropriate IT systems and procedures. Maintaining accurate up to date databases for all relevant service user records and taking responsibility for the effective application of information management systems. Identifying training and development needs of staff, ensuring compliance with statutory requirements and best practice in care standards. Taking responsibility for care home services within rostering hours.	Organisational skills	✓	

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Ensuring contingency plans are in place for a 24-hour service over a 7-day week. Attendance and organising meetings. Organising rotas to ensure full operational / service cover, sometimes at short notice. Engaging and working in partnership with service users, family members, colleagues, statutory/voluntary agencies and others as appropriate.		Literacy skills	✓	
Advising on scheduling issues and advise in emergency situations. Liaising with care home managers, senior staff and external companies/ agencies. Delivering training and problem solve in relation to the scheduling system. Ensuring all care homes are adequately resourced.		IT skills	✓	
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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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:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

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.