



<b>Title</b> <i>Local Area Coordinator</i>	<b>Department</b> <i>Communities, with links to Adult Social Care &amp; Health</i>	<b>Post Ref.</b>
<p><b>Job Purpose</b></p> <p>Local Area Coordinators act as an accessible point of contact to anyone in a defined local area to:</p> <p>a) Build individual, family and community capacity through the provision of advice, information, and practical support. Build long-term relationships with around 40 to 65 people (at any one time) who may be facing complex and challenging life circumstances (including issues related to health, housing, disability, mental health or ageing), along with their families and carers, enabling them to draw on personal, community and funded resources to achieve their goals and vision of a good life.</p> <p>b) Build partnerships with community members, groups, agencies and services to increase local capacity to be inclusive, self-supporting and connected places.</p> <p>c) Gather and provide stories, data and broader evidence that supports transformative change in the wider system, including how Local Area Coordination is supporting a reduction in demand on statutory, funded supports and commissioned services.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"><li>1. To build and maintain relationships with people who are facing, or could be facing, complex life situations including issues relating to health, housing, disability, mental health or ageing.</li><li>2. Be alongside people as they explore their goals, strengths and needs, and support the development of plans to pursue that vision of a better life.</li><li>3. Support people and their families / carers to develop and utilise personal and local community networks and develop practical solutions.</li><li>4. Support and promote opportunities for the involvement, participation and contribution of people (including people who may be disabled, older, or have mental health issues) and families/carers in a range of ways.</li></ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"><li>1. To be a present, well-known and approachable point of contact in the defined local area / community.</li><li>2. To develop and hold a clear understanding of local community assets, strengths, resources, connections, gaps and opportunities in order to inform Local Area Coordination work and advise and inform planning and policy development.</li><li>3. Be accountable to local people, families, organisations and the wider community as you promote opportunities for increased contribution, helping to build a more inclusive community.</li><li>4. To implement and promote equal opportunities with</li></ol>	

5. Help people, families and communities to access accurate, timely and relevant information through a variety of means.
6. Promote self-advocacy, but where necessary provide advocacy support or enable access to independent advocacy as required.
7. Assist individuals and families to access, navigate, coordinate and control the financial support and resources they need to pursue their vision of a good life, including access to funded supports where appropriate.
8. Build effective partnerships and working relationships with a wide range of colleagues and partners.
9. Work closely with partners and colleagues regarding early identification of and effective responses to safety and safeguarding concerns.
10. Ensure proper records are maintained for all people you're alongside in the local area through the use of an endorsed data system, providing information and data for reporting purposes, updating information resources, and responding to requests for information in a timely manner and in line with local policy and procedure.
11. Manage and administer all aspects of any Local Area Coordination discretionary budgets in accordance with agreed policies and accountability benchmarks and support individuals and families to access personal budget support processes.
12. Ensure the concept and practice of Local Area Coordination is understood and communicated appropriately across the community and wider system.
13. Feedback stories, data and share insights in order to help inform wider system learning, transformation and change.
14. Participate effectively in supervision, performance and development reviews, team meetings, working groups and other meetings as required, with a view to ensuring personal and organisational continuous improvement.

colleagues across the system in relation to the delivery of Local Area Coordination.

5. To have productive relationships with multiple stakeholders, aligning system wide community initiatives and activities reducing duplication and enhancing the local community offer.
6. Be accountable to the local people you are alongside, supporting them to meet their outcomes through the effective and flexible delivery the approach thereby reducing the likelihood they will require input from statutory and other services.
7. Be accountable to manager and leadership group, providing appropriate reports and monitoring data to support evaluation, and to present information and provide advice within own area of expertise in order to support and influence decision making.
8. To seek and facilitate opportunities to work with statutory services, community organisations, voluntary sector partners, businesses and sponsors to develop working relationships and secure funding sources
9. Accountable for the accuracy of work undertaken and quality of Local Area Coordination to people within Nottinghamshire
10. To adhere to County Council policies and procedures and the Nottinghamshire County Council Code of Conduct.

<ul style="list-style-type: none"> <li>15. Engage proactively within the Local Area Coordination Network.</li> <li>16. Pursue development opportunities as agreed with the line-manager, and utilise the learning from these opportunities in practice.</li> <li>17. Participate in the learning and induction of new colleagues, and partner agencies where required to support the development of Local Area Coordination.</li> <li>18. Participate in the introduction and development of new systems and procedures including those based on IT.</li> <li>19. To undertake and develop skills in using the Mental Capacity Act and safeguarding work.</li> <li>20. Work in line with relevant policy, procedures and legislation including the Care Act 2014, Mental Capacity Act 2005, The Mental Health Act 1983 and The Equalities Act 2010.</li> <li>21. Carry out such duties that are commensurate with the grade of the post.</li> </ul>	<ul style="list-style-type: none"> <li>11. To promote and deliver fair and quality services that are sensitive and responsive to people.</li> <li>12. To ensure effective use of resources to deliver the required outcomes for people within budget.</li> </ul>
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**The post holder will perform any duty or task that is appropriate for the role described**

<p><b><i>Person Specification</i></b></p>	
<p><b><i>Education and Knowledge</i></b></p> <ul style="list-style-type: none"> <li>1. Relevant qualification in Community Development, Education, Health or Social Care – degree or post-graduate degree level or equivalent.</li> <li>2. Legislation and policy in relation to delivering social care in the community and Local Area Coordination.</li> <li>3. Detailed knowledge of the principles and practice of: <ul style="list-style-type: none"> <li>a. Strengths and asset-based approaches</li> <li>b. Relevant health and safety legislation</li> <li>c. Risk management</li> <li>d. Promoting independence and preventing needs escalation</li> </ul> </li> </ul>	<p><b><i>Personal skills and general competencies</i></b></p> <ul style="list-style-type: none"> <li>1. Understanding of, and commitment to, the principles and values of Local Area Coordination, and to fairness and equity in communities.</li> <li>2. Experience of working alongside and supporting individuals and families from a variety of backgrounds, and with varying abilities, strengths and needs, in a positive, person-centred way.</li> <li>3. Experience in assisting people to clarify their goals, strengths and needs, and where required, assist them to develop a plan to pursue their life aspirations.</li> <li>4. Experience of supporting people to build and sustain natural relationships and</li> </ul>

4. Substantial experience of working with people and communities to find solutions to complex issues.

**Experience**

- 5. Lived experience of community involvement
- 6. Experience in voluntary sector, health, social care or community practice or similar environment.
- 7. Experience of working people when they may be under stress and experiencing mental health problems.
- 8. Extensive experience of working and developing partnerships with organisations to develop community-based programmes and resources.
- 9. Experience of multi-agency working within a multi-disciplinary team.
- 10. Experience of working with IT systems including the ability to analyse information.
- 11. Experience of preparing and delivering presentations to a wide audience.
- 12. Experience of resource development.
- 13. Experience of problem solving and complaint resolution.
- 14. Experience of producing written reports.
- 15. Experience of effectively managing difficult situations and handling conflict in a positive way.

networks of support.

- 5. Experience in influencing, leading and supporting change at the individual, family, community and/or organisational levels.
- 6. Understanding and practical experience of self-advocacy and advocacy.
- 7. Knowledge of the local and national policy context across health and social care services for people of all ages (including those who maybe living with a long-term condition, be disabled, experience mental health issues, be older and their families/carers).
- 8. A good understanding of both the issues facing local communities and how to work in a strengths-based way with people.
- 9. Excellent communication and negotiation skills to build and nurture relationships and partnerships with a range of people and organizations at a personal, service and community level.
- 10. Able to set goals, manage own work and competing priorities, using initiative and exercising judgment
- 11. Capable of working with autonomy, managing workload and time, analyzing issues and reaching creative solutions.
- 12. Able to record and present complex issues in a clear and concise manner both verbally and in writing.
- 13. Able to work closely and effectively with a wide range of professionals, agencies, communities and people from diverse backgrounds.
- 14. Able to constructively challenge existing processes and practice.
- 15. Able to identify and respond appropriately to potential safeguarding situations, whilst maintaining a positive relationship and longer-term support.
- 16. Able to identify existing resources and opportunities within communities and support creative responses to build stronger, more resilient, better resourced, more welcoming and inclusive communities.

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|  | <p>17. Able to effectively manage a local budget for non-recurrent, innovative responses.</p> <p>18. IT skills and ability to use Microsoft Office applications effectively.</p> |
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***Role Dimensions***

16. Responsible for supporting the wider development and delivery of Local Area Coordination, system wide within the Communities team, with links to Adult Health and Social Care and voluntary sector partners
17. To support effective multi-agency partnerships to develop the Local Area Coordination offer across Nottinghamshire
18. To liaise and collaborate with other staff and services within and outside the department, in the interests of service provision and the wellbeing of people including safeguarding of adults

*Please attach a structure chart*

Date 23/05/22