

<b>Title</b>	<b>Department</b>	<b>Post Ref.</b>
<b>Accommodation and Support Co-ordinator</b>	<b>Adult Social Care, Health and Public Protection</b>	
<b>Job Purpose</b> To transform individual's lives through the commissioning of a range of housing and support services. To be responsible for individual and aggregated assessments of needs. To contribute to the delivery of high return on investment through redesign of services and through the delivery of specific projects for the council.		
<b>Key Responsibilities</b>  1. Manage a more complex caseload 2. Negotiate and broker new services using project management approaches 3. Develop and commission a range of housing and support services for individuals who present risks or challenges in the community. 4. Be responsible for the identification of potential reablement opportunities, for individuals leaving hospital, locked rehab, low secure or at risk of admission to hospital or registered care settings. 5. Be responsible for the assessment, support planning and review of individual needs and the co-ordination of support and services for specific priority cases. 6. Undertake Mental Capacity Act assessments and determination of best interests. 7. Work with multi-disciplinary teams to assess and manage risks and support integration in the community. 8. Identify community and other natural support resources, maximising individual's assets using benefits, preventative/universal services and other funding sources. 9. Provide information, advice and support to service users and their carers. 10. Have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.		<b>Key Accountabilities</b>  1. Accountable for own performance.  2. Accountable for the quality of work undertaken.  3. Alert managers of issues that could affect performance including concerns arising from mentoring other staff.  4. Meet specific service targets as directed by managers or transformation boards within agreed resources.  5. Assist team in maintaining appropriate partnership arrangements.  6. Maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all, in accordance with relevant legislation and policy.  7. Take reasonable care of your health, safety and welfare, and that of other persons who may be affected by the performance of your duties.
<b>The post holder will perform any duty or task that is appropriate for the role described</b>		

<b>Person Specification</b>	
<b>Education and Knowledge</b>	

<ol style="list-style-type: none"> <li>1. Qualified SW, OT or Nurse</li> <li>2. Detailed knowledge of community care services within a health or social care setting.</li> <li>3. Detailed knowledge of the legislation in relation to adult community care services.</li> <li>4. Detailed knowledge of current Adult Social Care and Health policy drivers, e.g. Think Local Act Personal and Care Bill.</li> <li>5. Detailed knowledge of Housing legislation.</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>8. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>11. At least 2 years' experience in paid capacity in social care, housing or health.</li> <li>12. Experience of operating as part of a team and assisting others in their work.</li> <li>13. Experience of independently managing and prioritising demands and tasks to meet objectives.</li> <li>14. Experience of keeping detailed records and constructing reports.</li> <li>15. Experience of working with the public to deliver good quality outcomes.</li> <li>16. Demonstrable experience of using information technology in a range of applications.</li> <li>17. Experience of negotiating with representatives of partner agencies to achieve objectives.</li> </ol>	<ol style="list-style-type: none"> <li>9. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>10. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.</li> <li>11. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> </ol>
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>1. Take a lead in developing new approaches and cost effective options alongside partner agencies, including the deregistration and decommissioning of residential care homes.</li> <li>2. Participate in safeguarding activities appropriate to the level of experience</li> <li>3. Understand, maintain and apply current departmental policies to casework and work requirements.</li> <li>4. Undertake and implement health and safety risk assessments in relation to the provision of community based services and in relation to vulnerable adults.</li> <li>5. Construct reports, funding applications and other documentation as necessary and appropriate.</li> <li>6. Participate in team activities, e.g. case discussion, review of team work</li> <li>7. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.</li> <li>8. Act as departmental resource for training and information in connection to housing, accommodation and support</li> <li>9. Ability to travel across county and other regions in UK as required</li> </ol>	

Date: January 2014 v.2