

Relief Care Organiser

Location as per advert

At a glance:

Grade: D

Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable

Job Purpose:

To effectively and efficiently use the electronic rostering system, StaffPlan, to organise and deploy Social Care staff resources and ensure the delivery of the Supported Living Network, Short Breaks Services and Glaitness Centre to meet the assessed outcomes for people using the service.

For application support contact hrsupport@orkney.gov.uk or call **01856 873535 ext.2250**

Benefits and Support

5.6 weeks statutory annual leave, inclusive of Public Holidays (pro-rata)	Comprehensive induction process
Potential to join Local Government Pension Scheme	Employee Assistance Programme

Main Duties and Responsibilities

Using electronic rostering system to enable forward planning and the effective organisation of the Social Care staff resource to ensure delivery of the identified level of support in line with assessed outcomes to ensure that each service users needs are met on a day to day basis.

Allocate and inform staff within Supported Living Network/Short Breaks of their individual shifts /work routines to ensure maximum efficiency.

Processing requests, organising cover for, and confirming with Social Care staff annual leave allocated to each carer. Keeping up-to-date records on StaffPlan and in individual files of Social Care staff annual leave.

Adjust the provision of Supported Living Network and Short Breaks Services in order to ensure the changing needs of services users are met as directed.

Ensure that all manual and computerised information pertaining to service users and staff is maintained and updated timeously.

In conjunction with the Senior Social Care Worker and Registered Manager, ensure relevant training for Supported Accommodation/Short Breaks staff is organised, recorded and shift cover arranged as appropriate.

Undertake a variety of technical tasks directly connected with the system to maintain the accuracy of the information recorded.

Record and report to Senior Social Care Workers areas of service deficit or unmet needs.

Contribute to the services quality assurance systems, by regularly reviewing and evaluating process performance.

Undertake Reconciliation regularly on the StaffPlan system.

Ensure that all manual and computerised information pertaining to service users and staff is maintained and updated timeously.

Participate in staff meetings and supervision in accordance with Departmental policy and guidelines, as is necessary for the effective planning and development of the service.

Use Microsoft Office, Staff Plan, Talentlink, PARIS, MyView.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either:

Holding a qualification at SCQF 5/6 i.e., SVQ2, National 5, Standard Grades, O Grade, Intermediate 2, SVQ3, Higher, National Certificate, Foundation Apprenticeship.

OR

Having a minimum of 2 years previous relevant experience, as detailed below.

Experience of planning and organising the effective use of staffing resources.

Knowledge of Social Care services, including an understanding of the diverse issues and need of people, and the services which enable them to remain in their own home.

Knowledge of principles of confidentiality.

Experience of working with members of the public and customer care.

Experience in the distribution of duties to a large, dispersed workforce.

Requirements of the Role

Disclosure/PVG:	PVG Adults	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No