

JOB DESCRIPTION

Job Title: Senior Support Co-ordinator - Vulnerable Adults		Ref No:	JE Ref: G591
Department: Social Work Services		Band: 7/8	Location: Dumfries and Galloway
Responsible To:	Day Community and Home Support Services Manager Vulnerable Adults		
Responsible For:	Support Co-ordinators / Link Workers		
Job Purpose:	To supervise a team of Key Workers/Link Workers to assess, develop, co-ordinate and deliver support services for Day, Community and Home Support Service users appropriate to individual assessed needs and personal outcomes. These supports will be delivered at times that meet the needs of service users and could involve day and evening support, weekends, sleepovers and/or waking nights.		
Main Responsibilities:	Assume responsibilities for the service in the absence of the Manager for short periods; incorporating responsibilities for staff, service users, other stakeholders and physical and financial resources. Integral to this post involves a requirement to support people who may make substantial or severe demands on the post holder due to behaviour that may be challenging for part of their working day. The post holder will contribute to the formal assessment of complex needs or service requirements and monitoring the quality and delivery of the service. The post holder will provide out of hours supervisory cover for the Learning Disability Service by undertaking emergency on call cover when required, providing appropriate advice and support as determined by the nature of the service. Provide ongoing support and supervision to Support Co-ordinators and Link Workers, personal assistants, students and volunteers.		
Job Activities:	Ensure that service users access activities suited to their personal plans and assessed outcomes. These supports may include personal skills development in relation to promoting independence, leisure and recreation, health & wellbeing, lifelong learning and work-related activities. SERVICE DELIVERY Coordinate and chair reviews as required. Prepare written reports as necessary in accordance with statutory requirements. Facilitate the setting and reviewing of service users' personal development outcomes. Support service users and representatives and Carers to meet personal outcomes through coordination and delivery of care and support. To design, develop, and implement or improve services or processes to meet individual outcomes. Ensure that electronic and paper records of service users are maintained in accordance with statutory requirements and council policy. SERVICE DEVELOPMENT Establish and maintain effective working relationships with service users, carers, colleagues and other professionals/stakeholders. Support the Manager to contribute to the planning, monitoring and review of the service in line with the SSSC Code of Practice.		

	Participate in personal development and performance improvement activities, including the establishment of work-related aims and objectives. Such other duties as may, from time to time, be allocated by the Manager. MANAGEMENT OF EMPLOYEES To provide support to Day, Community and Home Support Service Workers through regular supervision. To ensure appropriate rosters are drawn up in advance and that staff are deployed with an equitable distribution of duties to take account of individual and service outcomes. To ensure that personnel have access to relevant learning and development opportunities to enable them to fulfil their role and provide a quality service. To provide leadership and promote effective teamwork. To establish and undertake administrative and recording systems which support staff to deliver an effective service. MANAGEMENT OF RESOURCES To determine, manage and deploy resources and expenditure to deliver personal and service outcomes. To purchase and monitor supplies and services To promote and ensure a safe working environment DEVELOPMENT AND PLANNING WITHIN DUMFRIES AND GALLOWAY To contribute to the overall development of the service To undertake learning and development which will contribute to effective service delivery To promote social work services, aims and principles with particular reference to vulnerable people. <i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i>	
Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/resource consumption when undertaking work activities.	
Prepared by:	Colin Lewis	Date: Feb 2017

Jan 2012 / HR