Aberdeenshire COUNCIL

Job Profile

April 2024

1. JOB IDENTITY

Post Title:	Support Coordinator	**Service:**	Health and Social Care
Section:	Adult Day Services	**Grade:**	Care H
Reports to:	Manager / Deputy Manager / Senior Support Coordinator		

2. JOB PURPOSE

- As a member of the Health and Social Care team, meet agreed outcomes by developing, planning, reviewing and implementation of day service support and training plans in conjunction with professional partners and carers

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- In conjunction with all relevant parties, develop an individual support plan which will optimise outcomes
- Promote balanced approaches to risk and opportunity in order to enable service users to develop skills and learning through group and one-to-one work in day services, projects, community and home settings
- Actively participate and contribute to a range of formal multi-disciplinary meetings
- Prepare reports, risk assessments and maintain records electronically and manually
- Handle cash, invoices or equivalent as required
- Order equipment as required
- Assist service users in all aspects of personal care including the administration of medication
- Use of approaches to manage behaviours that challenge in care settings
- Support service users' use of self-advocacy skills (e.g. assisting service users to express their own views)
- Promote equality of opportunity for people with disabilities in the community

Agreed

4. QUALIFICATIONS AND TRAINING

Essential:

- SVQ2 / SCQF Level 6 or equivalent transferable experience or skills. (If above qualification not held you will be required to complete SVQ Level 2 / SCQF Level 6 in Social Services and Healthcare within specified time period to meet SSSC registration requirements)
- SSSC registration as Support Worker must be obtained within 3 month timeframe
- Ability to undertake mandatory training
- Ability to travel within the relevant location area

Desirable

- Current valid Driving Licence
- SVQ3 or any further relevant qualifications or training

5. EXPERIENCE

Desirable:

- Experience of working with people with a range of disabilities
- Experience of working with people with challenging behaviour

6. KNOWLEDGE AND SKILLS

Essential:

- Knowledge and understanding of the needs and rights of people with disabilities
- Comfortable undertaking close personal care
- Organisational skills
- Ability to work as part of a team and also independently
- Ability to communicate with people with a range of different communication needs
- Willingness and ability to commit to training as required for the post
- IT skills

Desirable:

- Possession of specialist skills that could be used in working with this client group

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post

Agreed