



# Role Profile

<b>Home Support Co-ordinator (Children Affected by Disability)</b>			
Reference No:	A5378		
Service:	Children, Families and Justice		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC7

<b>Purpose</b>
Coordinate the day-to-day delivery of a care at home service for children affected by disability.
Management of a team of Home Support Workers.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p>Co-ordinate the day-to-day delivery of a care at home service for children affected by disability.</p> <p>Provide effective line management to the team of Home Support Workers.</p> <p>Ensure that service policies are adhered to in accordance with Health and Social Care Standards and monitoring and reviewing service provision.</p>	<p>SVQ level 3 in care or equivalent and/or relevant recognised professional qualification or equivalent experience. Supervisory certificate 15 credits at level 7 or SVQ 2 /HNC in care and must attain SVQ 3 in care within your first period of registration.</p> <p>Ability to register with the Scottish Social Services Council as a Supervisor of a care at home service and remain on the register.</p> <p>Significant experience in a relevant setting and role.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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	Management experience in relevant setting.	✓	
Achieving objectives within the Service Improvement Plans and Care Commission Standards in terms of performance, people and partnerships, promotion of equal opportunities, rights, culture and diversity	Organisational and planning skills.	✓	
Managing team performance, organising supervision, 6 monthly direct observations and direct observation of the people in your team.	Knowledge and understanding of the value of performance management/monitoring.	✓	
Ensuring staff have the appropriate training and skills to deliver quality and safe care, providing support on site with training, demonstration and advice.	Oral and written communication skills.	✓	
Providing guidance and instruction to enable staff to practice safely and effectively.			
Manage staff absence as per local procedures.	Ability to maintain accurate records	✓	
Maintaining accurate employee records as per organisational procedures.			
Maintaining accurate service user records and taking responsibility for the effective application of information management systems.			
Awareness of budget control.	Ability to understand and to contribute to local budgets.		✓
Operating within the framework of service policies and procedures e.g. Health and Safety Regulations, Data Protection Legislation and Confidentiality Policy.	Experience of identifying and adopting models of practice in order to achieve positive outcomes.	✓	
Engaging and working in partnership with service users, family members, colleagues, statutory/voluntary agencies and others as appropriate.	Team working skills.	✓	
	Ability to engage with others and work in multidisciplinary setting to achieve common goals.	✓	
Monitor quality of the service delivered and adherence of care at home workers to service policies / procedures by conducting quality reviews	Knowledge of issues impacting upon children affected by disability and their families.	✓	

E = Essential Criteria    D = Desirable Criteria

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of the service. Carry out 6 monthly reviews / revisions on an ongoing basis of each Service User in your defined locality observing staff practice and correcting when unsafe.			
Carry out formal M&H competency assessment of M&H practices for each staff member. Amend moving and handling plan as necessary Take required action following assessment and recording outcomes.	Ability to understand, apply and promote compliance to relevant procedures.	✓	
Providing on-site and service user specific instruction on care practice including moving and handling methods and equipment where this is required. Ensuring staff are competent following the onsite instruction familiarisation.	Ability to operate equipment in accordance with instructions.  Ability to give instructions to others on effective operation of equipment.	✓  ✓	
Recording, Investigating / interview incident / accident which may arise. Recording using appropriate IT systems and procedures. Following up where necessary on site to ensure staff / service user safety.  Identifying causes and implement measures to avoid or minimise recurrence by assessing the situation and making changes to the care plan including handling assessment and the plan to make the situation safe for the service user and the staff	Report writing skills.		✓
Responding to service changes i.e. new allocations, increases/ decreases in care, suspensions and service ends. Organising team's absences ensuring rota coverage at all times.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

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