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| Camphill  Communities  of Ireland | **The Bridge Community**  **Main Street, Kilcullen**  **Co. Kildare, Ireland** | **Tel. 045 - 481597**  **Fax: 045 - 482962**  **Website:** [**www.camphill.ie**](http://www.camphill.ie/)  **E-Mail: [thebridge@camphill.ie](mailto:thebridge@camphill.ie)** | Member of the Association of Camphill Communities of Great Britain and Ireland |

Job Description for Social Care House Coordinator

# Background to the post:

Camphill Communities of Ireland (CCoI) works to create sustainable intentional communities where children and adults of all abilities, many with special needs, can live learn and work with others in healthy social relationships based on mutual care and respect.

## Job title: House Coordinator

## Reports to: Person in Charge (Social Care Manager)

## Type of Contract: Part-time permanent

Number of Hours: 20-28 hours per week

# Job Purpose & Role:

* Lead, model and coordinate support to residents in the Community's residential household(s) providing a safe homely environment where each resident has access to comprehensive, person-centred and holistic personal support. (This may involve hands on care to model good practise and support other members of staff in the process of training and induction of their role as well as at times of crisis or need)
* Responsible for care management of all residents in the household(s) including personal files and records.
* Manage and oversee the day to day running of the residential household(s) within the Community.
* Work within community budgets.
* Manage administrative and financial systems, of the home and ensure that buildings are well maintained and in good repair. Bring any issues about the home to the attention of the Person in Charge.
* Manage the house team ensuring that there is adequate cover for resident support at all times and organise schedules.
* Organise, document and chair regular house meetings.
* Line manage coworkers, employees and volunteers within the house team and support the meeting of any training needs of staff and coworkers. Assist in the process of induction of new coworkers, staff and residents.
* Coordinate and ensure the support needs of residents are met in their daily lives.
* Ensure that the Community provides the best standard of care and support, complies with legislation, policies, best practice and can demonstrate the same.
* Ensure a healthy and nutritious diet is offered that takes individual needs and choice into account
* Ensure the development and maintenance of comprehensive and up to date residents’ records.
* Undertake responsibility for health and safety in the home in line with policy and procedure and maintain necessary records including fire safety and risk assessment records.
* Ensure all appropriate records are maintained and up to date for each resident.
* Undertake management duties required to manage and sustain the Community.

# Core Duties and Responsibilities

## Supporting people to achieve positive outcomes:

* Uphold and develop a person centred culture within the context of Camphill's ethos and values.
* Support people to be at the centre of any planning about their own lives.
* Ensure residents have comprehensive, person-centred and holistic personal plans that support resident’s voice, choice and control.
* Support residents and the Community to develop and sustain a viable and thriving community.
* Support adults to achieve their goals and full potential including;
  + Enabling people to develop their cultural, spiritual and emotional needs as well as their health, relationships and communication requirements.
  + Involving people using communication/language that is meaningful to that person.
  + Providing the type of support that the individual wants and needs, at times requested by them thus supporting the development of relationships of trust and confidence.
  + Encourage and support individuals to take part in communal activities and festivals
* Assist with appointments and events as and when required (e.g. planning, accompanying as required, etc. Occasionally accompanying a person on a short break or holiday if necessary)
* Supporting people that display challenging behaviour through the development of behavioural support plans and positive behavioural support
* Support, develop and engage with each resident’s circle of support and enable residents to access community support including advocacy support, where necessary.

## Development and maintenance of up to date residents’ records:

* Be the lead person within the Community for ensuring personal plans and records are comprehensive and up to date for each person whose support you are responsible for.
* Ensure each person’s personal plan is reviewed as required and engage with others and take a lead role where needed on the organisation of reviews on behalf of the Community.
* Conduct required checks & audit of records.
* Ensure that complete and accurate records are maintained for each person supported, including as appropriate individuals’ personal needs assessment, risk assessments, file notes, communication plans, behaviour management support, heath action plans, medication management records and financial records.
* Maintain records of incidents and notifiable events and follow up on actions if required.
* Promote an open culture to learning, feedback, comment and complaint
* Liaise and work closely with a range of other support services, multi-disciplinary agencies, families and other professionals as required.

## Meeting the personal care and welfare needs of residents:

Be key worker to residents in the house community and the lead person within the Community’s household for ensuring the individual’s needs are met including:

* Physical Support (e.g. moving & handling, fire safety, cleaning, laundry, infection control, mobility and communication needs).
* Personal Care (e.g. dressing, bathing, toileting, assistance with eating, sleeping support, skincare, first aid, health promotion).
* Administration of medication, money management support and risk enablement.
* Promoting community activity, employment, education and leisure/social opportunities.
* Working as a team member, supporting the development of best practice and learning (e.g. attend team meetings, share learning from training).
* Developing consistent working practices and clear responsibilities for home interior, home exterior and supporting health and wellbeing of individuals in workshops, garden and grounds.
* Having a willingness to share duties and support each other (e.g. liaise with the workshops to make sure house-work transitions are managed according to the individual’s needs).

# Other Tasks:

Working within and supporting the delivery of services that meet current relevant national legislation and standards. Adhering to Camphill policies and procedure at all time, including:

* Confidentiality, Safeguarding Framework, Code of conduct and duty of care.
* Taking an active role in your personal and professional development through supervision and training opportunities.
* Being an active member of the Wellbeing Meeting and positively contributing to the management and development of the Community.
* To behave in a manner that reflects positively on Camphill Community at all times.

This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of other individuals within The Bridge Community.

To undertake other reasonable comparable duties as requested by the management group.

**This post requires you to work flexibly, which may include working evenings, weekends and sleep in/waking night duties as required. We offer a continuous care and welfare support, 365 days per year to the people who live in Camphill Communities. Arrangements for working hours will be agreed with individual employees based on the care and welfare needs of residents, this may be subject to change.**

**Signed for and on behalf of Camphill Community, Camphill Communities of Ireland**

**Signature of Authorised Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Authorised Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I accept employment on the Job Description outlined in this contract**

**Signature of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | | **Person Specification for House Coordinator Role** | | | |  |
| Competences | Essential | | Desirable | Short-listing | Interview |  |
| Qualifications | * Qualified Diploma in Health & Social Care or equivalent | | * Qualification at third level degree in Social Care Worker/ Social Care Leader * Commitment to work towards advancing learning in Health & Social Care | ✓ |  | Application Form & Verification of  Qualifications/ Certificates |
| * Holds a clean driving licence | |  | ✓ |  |  |
| Relevant Experience | * Has a minimum of 3 year’s work experience in social care or related field * Has a minimum of 1 year’s management experience in a care support environment leading a team of other support workers . * Health and Safety experience in residential support. * Experience of housework tasks such as cleaning, cooking and laundry and maintaining fabric of the house in good repair. | | * 3 years management experience within a residential support service. * Experience of living in a intentional community | ✓ | ✓ | Application Form & Interview |
| * Experience of providing support to people with complex needs or challenging behaviour | | * Have experience of inspection processes, and legislation relating to Adults with Learning Disabilities. * experience of enabling and developing citizenship rights. | ✓ | ✓ | Application Form & Interview |
| Skills | * Able to lead a team to provide consistent and quality support for people with complex needs in a residential community. * Display an ability to manage a staff team in a positive, assertive and sensitive manner. * Have an ability to plan, organise and prioritise workloads. * Show that you would be competent at giving formal supervision. * Experience of provide reports, record financial data, use of IT to support management systems. * Have a comprehensive ability to communicate, liaise and co-ordinate with other professionals, family, colleagues and other agencies, both verbally and in writing. * Experience of producing high quality personal plans. | | * Practical Skills that could be shared e.g. DIY, and gardening, craft, art, dance, drama * Openness to working with group management practices that strive for collaboration and consensus where applicable * Training experience * Comprehensive experience of good record management practice including resident file management systems * Experience of producing high quality assessments * Experience in Seizure management | ✓ | ✓ | Application Form, Interview & References |
| Knowledge | * Demonstrate a comprehensive understanding and have experience of working with people with learning disabilities. * Thorough knowledge of the HIQA quality standards and the relevant regulative framework. * Thorough knowledge and understanding of safeguarding requirements including Trust in Care and Children First. * Excellent knowledge of best practice in personalised care and welfare support. * Knowledge of food hygiene/manual handling/health & safety standards and practices. * Confidentiality and duty of care. * Working knowledge of conducting internal audit and necessary checks. * Speak and write English fluently. Good numeracy skills. | | * Have a thorough understanding of the administration duties, budgeting, financial control systems and performance management systems required to manage a residential home. | ✓ | ✓ | Application Form, Interview & References |
| Personal Competencies | * Ability to rapidly assimilate the ethos and ideals that underpin an intentional life sharing community and uphold the same in the organisations practises. * Resident focussed in your work. * Be able to solve problems and make decisions. * Positive, Empathy & Understanding * Flexible & Reliable * Be committed to the principles of rights-based, person centred support. * Respectful & non discriminatory * Physically fit and able to undertake safe manual handling practices | | * Perseverance & Motivation * Hobbies, interests, sports and other activity based skills that can be shared * Openness to a variety of therapeutic models including holistic complementary therapies | ✓ | ✓ | Application Form, Interview & References |
| Additional Requirements | * Commitment to work towards Anthroposophical learning.   🡺This post is subject to Gardai vetting and enhanced disclosure. | |  |  | ✓ |  |