

**JOB DESCRIPTION for
CARE COORDINATOR**

Responsible to: Deputy Head of Care

Hours: 39 hours per week (£18,376.30)

Our Aims are to enable children & young people to:

- Find a way of life which suits them.
- Achieve the maximum possible sense of physical & emotional well- being.
- Behave less often in ways that are generally regarded as socially unacceptable and have maximum opportunities for inclusion.
- Achieve their maximum potential level of independence.

Functions of the Post:

To coordinate care staffing, deployment and rotas. Working as a senior on duty, lead the day to day management of the departments staffing needs. Liaising with external agencies and supporting the induction process for new and axillary staff.

Main responsibilities:

To deploy staff in such a way that supports the aims of the home as set out in the Statement of Purpose

Manage staff deployment within the agreed establishment levels and budget parameters

Liaise with HR and Payroll to ensure smooth running of all matters to do with staff employment, deployment and pay.

To liaise with education lead to support Residential Support Worker deployment in the education day.

To lead the interview process in line with Safer Recruitment Guidance.

To be the senior on duty when required

To be an ISYS systems lead for the department, which includes managing holidays, overtime, and other tasks as required.

To actively support the induction process for new starters, and exit process for leavers.

Duties:

- Work with house managers to establish base rota's which fulfil the funded support requirements and core staff:student levels
- Support managers in flexible deployment of staff to support the dynamic needs of the young people (YP) (activities, support in education, promoting independence)
- Establish and maintain agreed protocols for holiday/leave allocation which minimises the impact on service delivery and use of overtime or bank staff
- Establish and maintain overtime reserve rotas which reflect the terms of the care contract
- Directly deploy and manage supernumerary staff, including absence and medication cover.
- Directly book, deploy bank and manage agency staff (including induction and supervision) ensuring all relevant regulations are adhered to.
- Monitor rotas and staff maps
- To maintain accurate and up to date records
- Ensure ISYS is kept fully up to date with all rotas entered and amended as required
- To be part of the interview panel for Residential Support Workers to ensure Safer Recruitment Guidelines are adhered to.
- To support the induction of new staff ensuring all attend required training, complete their shadowing period, and are fully understanding of our policies and procedures. In addition, to ensure the exit process for leavers is adhered to.
- To be the senior on duty when on shift, as required.
- To support and manage challenging and physical behaviour and be aware of Bladon House School's physical intervention policies in dealing with all areas of a young person's welfare e.g. putting appropriate augmentative communication systems in place; making judgements about what kind of interventions are appropriate; following individual risk assessment and Positive Behaviour Support Programmes (PBSP).
- To follow child protection procedures as required and at all times.
- Be aware of and work in accordance with Health and Safety guidelines and the Equal Opportunities policy.
- To observe and maintain confidentiality at all times.
- To undertake other duties as reasonably expected.
- To take responsibility for self-development through the performance review process, and undertake any relevant training as offered by the Head Teacher or Registered Manager, in conjunction with the training and development plans.

- To undertake other duties as reasonably expected.
- To work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your line manager immediately.

You as an employee are required by The Health & Safety at Work Act 1974 to;

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do
- Cooperate with the company to ensure compliance with the law.

And under the Management of Health and Safety at Work Act 1999 you as employee are required to:

- Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.