**JOB DESCRIPTION**

This Job Description does not form part of your contract of employment. The duties laid down in this job description may change from time to time following a review and in consultation between the post holder and their line manager.

**Title of Post:** Assistant House Co-ordinator (AHC)

**Purpose of Job:**  a) Support the House Co-ordinator (HC) ensuring the highest standard of

care and support possible is provided to all residents

b) Assist the HC in leading and managing a team of care staff and volunteers and act as leader in the absence of the HC

**Accountable to:** House co-ordinator, Care & Support Management Team

**Responsible for:** Residents, staff and volunteers associated with the house

**Collaborate with:** Care & Support Team, House Coordinators, HR team, Camphill Practice Team, Finance Team

**1. GENERAL RESPONSIBILITIES**

* Assist the HC in ensuring high quality, person centered care and support is delivered and ensure the well-being of residents in line with Corbenic’s value statement and fully aligned with current regulatory guidance and Corbenic Policies across key areas including:
  + - Administration of medication
    - Incident management
    - Safeguarding
    - Care planning and risk assessment
    - Management of resident finances
* Assist the HC in maintaining the safety and welfare of all residents, staff and volunteers associated with the house
* Assist the HC co-ordinating the daily living arrangements (including cultural and spiritual life) in the household and upholding Camphill Practice and ethos while ensuring individual choice is given at all times.
* Developing and maintaining supportive and positive relationships and contact with welfare guardians, befrienders, external agencies and Social Workers.

**2. STAFF SUPPORT & SUPERVISION AND LINE MANAGEMENT**

* Assist with the house induction section of the employee induction process for staff
* Take part in shadowing process for volunteers and staff
* Support, supervise and appraise staff in line with HR policies.
* Engage in individual development discussions with staff, identifying individual learning and development needs and ensuring personal development plans are kept up to date.
* Support the HC to identify any mandatory training needs and liaise with HC/HR to ensure all training is up to date.
* Chair regular team meetings and ensure information is shared appropriately throughout the staff team
* In the absence of the HC, attend house HC meetings to represent the house
* In the absence of the HC act as house leader
* Oversee, support and delegate support and supervision process of the volunteers to senior support workers
* Lead induction process for volunteers

**3. CARE AND SUPPORT PLANNING**

* Assist the HC liaising with the Care & Support Team and Workshop Leaders to ensure that Residents’ needs are met within their home and work environment
* Contribute to producing high quality care plans, reviews and risk assessments as delegated by the HC
* Assist the HC ensuring residents’ care and support documents are reviewed in compliance with legislation, i.e. at least twice per year or when significant changes have occurred. This includes preparation of support plans, reviews, and risk assessments, and maintenance of all other relevant support documents as delegated by the HC.
* Collaborate with other domestic and workshop care staff to ensure a team approach for care planning is taken
* Assist in planning and implementation of resident holidays
* Maintain residents’ files appropriately and store in compliance with GDPR
* Act as advocate for residents by promoting their rights, independence and personal choices in an objective manner
* Ensure that residents’ meal choices are met whilst maintaining a healthy and balanced diet
* Promote residents’ choices

**4. REGULATORY COMPLIANCE**

* Adhering to and promoting the Health & Social Care Standards, SSSC Codes of practice & Corbenic Standards and Value Statement
* Supporting staff to follow and meet the above standards and all other Corbenic policies.
* To maintain the confidentiality of information relating to residents, students, volunteers and staff
* Support HCs completing weekly medication counts/audits
* To treat all residents, staff and volunteers fairly, equally and with dignity and to follow equality, diversity and inclusion policies and guidance
* Support HCs completing regular domestic audits as required
* Timely reporting of maintenance issues to maintenance staff
* Support the house co-ordinator to ensure to maintain and monitor systems in place to ensure the health and safety of residents, staff and volunteers, including fire folders, cook-safe folders, cleaning schedules, etc.
* Ensure SSSC registration is current/maintained and under the correct part of the register
* Active participation and completion of required SSSC qualification/s within the stated period of registration
* To ensure compliance with all relevant laws, regulations, guidance, policies, procedures and best practice

**5. FINANCIAL RESPONSIBILITIES**

* To support the house co-ordinator managing the finances of the household and residents and, as appropriate, to assist residents in the handling of their money
* To adhere to all finance policies and procedures and ensure budgets are followed.
* Support the HC ensuring all financial files are in order and ready for auditing
* Assist the HC completing resident money files/petty cash statements on a monthly basis

**6. CARE PROVISION**

* Assist & Support residents attending health care appointments and external reviews and events as required, which may involve driving duties
* Take an active part in working shifts each week, involving morning, evening and weekend work and provide personal care according to the needs of the house
* Supporting residents to use their preferred method of communication, implementing communication aids
* Support residents in accordance with their personal care plan and promoting and respecting resident’s individual needs, requests and wishes.
* Provide all aspects of personal care as required
* Assist house co-ordinators in medication administration for all residents, including the re-ordering of medication, weekly medication stock taking, auditing MAR sheets, in compliance with Corbenic’s ‘Management of Medication’ Policy
* Liaising with health professionals
* Incident reporting and following through on actions as and when required

**7. CAMPHILL ETHOS**

* To be fully aware of Corbenic Camphill community values and work in such a way as to uphold and contribute to these value
* To be present and actively participate in key festivals throughout the year if requested to, which may occasionally involve work outside of normal contracted hours
* Promote Camphill Home Making to ensure what the residents receive is a genuinely warm home environment through appropriate delegation of tasks to the residential team including volunteers
* To work in such a way to contribute to Corbenic’s objective to reduce waste and not cause harm to the environment
* To request support from the Camphill Practice and Volunteer team when beneficial to the house

**8. OTHER**

* Working in collaboration with other staff/volunteers at the house and the wider community
* Be sufficiently flexible and able to respond to the houses and residents’ changing needs and circumstances, including regular weekend work
* All staff must be able to form and sustain positive and active relationships with the residents
* Contribute to community sleepovers as and when required, to meet Corbenic’s needs
* Actively engaging in CPD, training and learning and development opportunities including contributing to your own and other staff Personal Development Plans
* Attend all mandatory and elected training
* Maintain meeting records and resident notes
* Making proper use of IT and email and communicating using IT software provided.
* Any other reasonable duties as and when required, to meet Corbenic’s needs
* To help out with other duties, as and when required, under the instruction of the line manager or Care & Support Management Team.
* Ensure to use appropriate channels of electronic communication, i.e. work email, teams, etc.
* To actively participate in support and supervision sessions, appraisals and team meetings.
* To carry out other duties to meet Corbenic’s needs as requested by the Community Director and other Senior Leadership Team staff.

**PERSON SPECIFICATION**

**Essential Criteria:**

* Demonstrates a suitable attitude towards care work and personal values align with Corbenic’s
* Minimum of 2 years’ experience in the field of learning disability
* Minimum of 1 years’ experience in a managerial position
* Minimum of 1 years’ experience carrying leadership and supervisory responsibilities.

**Desirable Criteria:**

* Experience working with adults in a residential learning disability setting
* Relevant qualification (SVQ3 in Health & Social care or equivalent) or willingness to work towards this.
* Relevant Care Training
* SSSC Membership
* Full drivers’ licence (manual)

**Values and personal Attributes**

* The ability to be self-aware and understand yourself and others
* The ability to build trust and recognise the importance of relationships
* The ability to promote dignity and fairness
* The ability to engage with others and support inclusion
* The ability to meet the performance standards for care and support staff (below)
* Ability to demonstrate the behaviour standards expected (below)
* Resilient

**Performance standards for care & support staff at Corbenic (Corbenic Camphill Standards / Health & Social Care Standards & SSSC Code of Practice):**

1. I provide high quality responsive care & support that meets our residents’ needs, supports their well-being and develops their skills.
2. I include and involve our residents in all decisions about their care and support
3. My practice develops residents’ confidence in myself and in Corbenic and reflects the Camphill philosophy of life-sharing
4. I actively promote a high-quality environment where I treat our residents with dignity, equality, respect and compassion.

**Behaviours demonstrated by care & support staff at Corbenic:**

1. I can respect and promote the rights and interests of our residents
2. I can create and maintain the trust and confidence of residents and the wider community
3. I can promote our residents’ dignity and independence and protect them from harm
4. I can take responsibility for improving my knowledge and skills