



BROTHERS OF CHARITY SERVICES

JOB DESCRIPTION

<u>Job Title:</u> Area Co-ordinator	<u>Department:</u> St. Helens, Knowsley & Greater Manchester <u>Area of work:</u> St Helens & Knowsley
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Job Summary:

To be responsible for the day to day running of a number of locations.
To manage staff teams ensuring they work within their job descriptions ensuring that clients receive the best support possible.
To be responsible for completing all administration work in all areas identified under your responsibility

Responsible to:

Operational Manager/Assistant Area Director & Area Director

Job Role

To comply with all standards produced by the Care Quality Commission, Supporting People Framework and Council Contractual standards

Clients

Ensure you have all relevant documentation in place before a new service commences.

Ensure all clients have a person centred plan.

Ensure you complete all clients' risk assessments and that they are reviewed on a regular basis.

Ensure that all clients are protected from abuse and if any incident occurs that you follow our procedure.

To support clients and staff teams in the choosing of vehicles and that the finances and maintenance checks are in place.

Staff

Ensure all support workers follow instructions as laid out in their job description.

Ensure you support all new colleagues complete their induction process.

Administration

Ensure that you have available a master plan of the following information and that it is updated and ready to produce to the Operational Manager when requested.

Person centred plans - risk assessments - staff supervision and appraisals - health & safety monitoring Information - staff training plans - sickness absence records, financial checks and all other relevant documentation.

You will be expected to:

Facilitate all person centred plans, ensuring that all plans are kept live and reviewed on a regular basis.

Carry out all supervision and appraisals with all staff under your responsibility, ensuring that these meetings are recorded and are sent to the personnel department.

Check all staffs time sheets against rotas ensuring that documentation is correct and that time sheets are sent to the relevant department on time.

Co-ordinate the preparation of all rotas ensuring that clients individual support hours are identified and full cover is in place.

Produce a weekly report covering all areas of responsibility to your Operational Manager and in time for the briefing meeting.

Monitor and record all staff sickness and absence.

Carry out regular health & safety monitoring checks, informing the operational manager of any risks or concerns.

Chair all client and staff meetings ensuring that minutes are taken and that any issues are actioned and the operational manager is informed.

Regularly check all finance books and that any discrepancies are brought to the attention of the operational manager.

Other

To participate in the Quality Assurance process as and when required.

To participate in the recruitment and selection process as and when required.

To attend internal and external meetings as and when required.

To attend regular supervision and appraisal at the request of the operational manager.

To attend all training identified for you.

To provide cover for other colleagues as and when required.

To participate in the on call service, immediately responding to all emergency calls.

To manage social activities as and when required.

To perform such reasonable duties as asked by the Operational Manager/ Assistant Area Director/Area Director

Additional Information

It is important that to carry out this role you are a driver with a full driving licence, you own a vehicle that is insured for business use and in a road worthy condition.

To be able to use a computer to produce reports.

PERSON SPECIFICATION - Area Co-ordinator - St Helens & Knowsley

Note: When completing your application form please bear in mind that short-listing will be undertaken against the evidence presented by you of how you meet the essential criteria detailed in the person specification.

Area Co-ordinator	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<u>Qualifications</u>		
Level 5 in Leadership for Health & Social Care	E Or willing to work towards	Interview Application Form
<u>Requirements</u>		
Experience of working with people who have a learning disability and who may have a range of other disabilities	E	Interview Application Form
Knowledge of all standards set out by the Care Quality Commission, Supporting People Framework and local councils	E	Interview Application Form
Experience of managing and supervising large staff teams	E	Interview Application Form
Experience and ability to facilitate and review person centred plans	E	Interview Application Form
Ability to complete all documentation which is legible and produced in a timely manner	E	Interview Application Form
Ability to check basic finance books	E	Interview Application Form
Experience of carrying out supervision sessions and annual appraisals	E	Interview Application Form
Ability to complete work rotas for all staff teams	E	Interview Application Form
Ability to carry out the risk assessment process	E	Interview Application Form
Ability to chair meetings	E	Interview Application Form
<u>Additional</u>		
To hold a full clean driving licence.	E	Interview Application Form
To carry out the on call service.	E	Interview Application Form
Basic computer skills	E	Interview Application Form