

## Job Description

<b>Job title</b>	Locality Co-ordinator	<b>Job family</b>	Priory Adult Care
<b>Reporting to</b>	Locality Manager/ Registered Manager	<b>Job code</b>	
<b>Location</b>	Various across division	<b>Evaluation Date</b>	August 2018

### Job Purpose

To support the Project/Registered Manager in overseeing the day to day management of the identified service(s) to provide the highest standards of support to the people who use our service in line with company and regulatory standards. This role will generally be responsible for one project.

### Responsibilities

#### Quality

Assist the Project Manager and support staff to ensure that the people who use our service have any personal needs or requirements met; including personal care, participation in activities and support with daily living tasks.

Ensure that the service provided meets the Reach standards requirements and Supported Living values and principles.

Complete daily administration including updating person centred support & care plans, updating charts and completing accurate daily notes, which are reviewed regularly with service users/their representative/appropriate multi-disciplinary team.

Maintains professional relationships whilst developing a good rapport with the people who use our service, their family, colleagues, visitors and other stakeholders.

Through own professional behaviour, including adhering to policies and procedures, ensure the maintenance of safety, security and confidentiality standards, for themselves, colleagues and service users.

#### Innovation

The role holder should have a flexible and innovative approach to their work and be able to facilitate and support service users in decision-making, promoting choice and involvement at all times.

#### Value

The role holder should present the service in a positive light and should be proactive in making suggestions for how to improve the service.

The role holder will be responsible for supporting growth of the business and ensuring that this is in line with appropriate cost control.

### **Knowledge / Education / Skills**

Recognised level 3 qualification in Health & Social Care or related area. GCSE or Level 2 in English and Maths. Must have previous experience of leading teams.

The role involves a combination of well-defined duties with ready access to senior staff, as well as situations where lone working requires flexibility, resourcefulness and immediate problem solving and decision-making.

### **Experience**

Experience of working in a related environment is desirable.

### **Communication**

Communication and personal interaction is a key feature of this role and may include the provision of support to people who use challenging behaviour as a way to communicate their needs and frustrations or who use alternative communication methods such as pictures and signing systems. This role also requires participation in and promotion of a team approach at all times, with positive and constructive working relationships for the benefit of the service user. To contribute both verbally and in writing to service user reviews and support planning.

### **Responsibility**

#### **Staff**

Responsible for the line management of nominated staff.

#### **Budgets & equipment**

Responsible for the correct handling of petty cash and administration of medication in accordance with policy and procedure where applicable and as required. Collective responsibility for the care and security of equipment and consumables on site. Monitors expenditure.

#### **Informatics**

Shared responsibility for the security, confidentiality and accuracy of all records, personal data and information within computerised and paper based systems and on external statutory bodies.

<b>Working Environment</b>
<p>The problems faced by many service users may present challenging situations, which may increase the physical, sensory and emotional demands of the role.</p> <p>The role holder will be required to be part of the on-call duty rota.</p>
<b>Special Features</b>
<p>The role holder will be expected to undergo certified training and refresher courses in a range of areas including Adult Protection, Physical Intervention, Behavioural Management, first aid, fire prevention and Health &amp; Safety at Work and other specialist training related to the location.</p>

<b>Upholding the Company Behaviours</b>	
<p>This provides some guidance on the types of conduct to support the Company Behaviours</p>	
<b>Behaviour</b>	<b>Evidence</b>
Putting People First	<ul style="list-style-type: none"> <li>• Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families</li> <li>• Actively seeks to develop the potential of every service user and staff member</li> </ul>
Being a Family	<ul style="list-style-type: none"> <li>• Celebrates success and supports colleagues through difficult times</li> <li>• Demonstrates loyalty to colleagues, manager and team</li> </ul>
Acting with Integrity	<ul style="list-style-type: none"> <li>• Is honest and respectful in all interactions with colleagues and customers</li> <li>• Demonstrates emotional control</li> <li>• Ensures accurate recording of any transactions and interactions on all company documentation</li> <li>• Challenges poor performance and behaviours</li> </ul>
Being Positive	<ul style="list-style-type: none"> <li>• Promotes the company in a positive way at all times</li> <li>• Strives for positive outcomes, especially when times are challenging</li> </ul>
Striving for Excellence	<ul style="list-style-type: none"> <li>• Always puts service quality first</li> <li>• Shares and encourages innovation</li> <li>• Keeps on top of new developments in the sector</li> </ul>