

**DARLINGTON BOROUGH COUNCIL**  
**CHILDRENS AND ADULTS SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Reablement Co-ordinator
<b><u>GRADE :</u></b>	Band 8
<b><u>JOB EVALUATION NO.</u></b>	E3479
<b><u>REPORTING RELATIONSHIP</u></b>	Reablement Team Leader
<b><u>JOB PURPOSE :</u></b>	To oversee the reablement process through the assessment planning and reviewing of an individual's reablement goals. Work with individuals in their own home, assessing need and providing direct care in a goal centred outcome focused manner and monitor ongoing progress. Enable the individual to live as independently as possible; preventing, reducing or delaying the need for ongoing support.
<b><u>POST NO.</u></b>	POS006845C
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 2, Core Management Competencies for all managers

**MAIN DUTIES/RESPONSIBILITIES**

1. To complete an individual's assessments for reablement, identifying effective goals to maximise independence.
2. To produce a support plan following the assessment of the individual evidencing reablement goals.
3. To complete all other required assessments such as risk assessments
4. To review an individual's progress through the reablement pathway, ensuring a collaborative and coordinated approach.
5. To communicate with the Team Leader facilitating appropriate allocation of cases while ensuring capacity is maximised
6. If deemed not appropriate for reablement after assessment, provide support as needed then refer on to the appropriate team and communicate effectively to the individual
7. Liaise with support workers or external providers on progress of individual and feed into relevant meetings.
8. To attend / feedback into relevant meetings and determine if the individual has achieved their goals and refer for ongoing support package, sign post to appropriate services, under take final review or end reablement package.

9. To arrange appropriate review of functional assessment, update goals and change support package as appropriate.
10. To deputise for the Reablement Team Leader as needed, attending to all relevant duties, including 'on call' responsibilities.
11. To provide regular supervision to identified individuals as directed by the Coordinator, undertaking regular supervision sessions and quality checking.

**To provide direct care in line with support worker job description**

12. To identify and create personalised goals as per the individual's reablement support plan. This will involve care and support tasks such as personal care, mobility and transfers, meal preparation and maintenance of essential hygiene in a reablement focused way to maximise independence.
13. To visit individuals who are experiencing change in physical ability. This could be with individuals experiencing symptoms of old age or mental health needs. To use your initiative and act appropriately in emergencies. E.g. contacting GP, community health, emergency services etc.
14. To travel to individuals homes within Darlington and surrounding villages as directed.
15. To display sensitivity and provide a high standard of support at all times, preserving dignity, respect and equality in line with organisational requirements.
16. To provide support and encouragement in accordance with the agreed support plan to help individuals regain skills and confidence and maximise their opportunity to be as independent as possible.
17. To support/prompt individuals to take any prescribed medication, administer where appropriate and trained to do so. Ensure supervision of medication is carried out and recorded in line with the medication policy.
18. To record and provide information regarding an individual's progress within the reablement pathway.
19. To work with the Team Leader and Support Workers to review the support plan, update goals and revise where appropriate.
20. To contact emergency services or other appropriate services where a need is identified e.g. medical, physical changes, living conditions/inappropriate housing, or safeguarding concerns etc.
21. To advise the relevant team when further support is needed E.g. occupational therapist input, telecare or equipment might be needed to enable the individual who is using the service to achieve their goals.
22. To ensure effective use of equipment provided and to assist the individual in using this when authorised/trained to do so.
23. To involve carers and family members in reablement support plan where appropriate, promoting independence of the individual wherever possible.
24. To assist the individual to meet their emotional and social needs in their community encouraging them to maintain contact with family, friends and community and assisting with recreation to avoid social isolation.

25. To contribute to the movement and handling of individuals to maximise their physical independence.
26. To work closely with other social work, therapy teams, and appropriate health professionals to enable a seamless co-ordinated approach to meet the individuals goals.
27. To ensure documentation is completed in an accurate and timely manner, meeting all CQC and quality assurance requirements and updating appropriate ICT systems where applicable.
28. To take responsibility for being a member of a team, to attend meetings where appropriate and requested.
29. To participate in planned supervision sessions and appraisal processes.
30. To undertake any relevant training to maintain or gain new skills within the remit of your role.
31. To work flexibly on a rota system for Bank Holidays, evenings and weekends and participate in flexible working arrangements including split shifts.
32. Under the Care Standards Act 2000 it is a requirement that all new recruits providing personal care to vulnerable people will demonstrate an ability:
  - (a) To operate to recognised national minimum standards at induction level (within 6 weeks of appointment).
  - (b) To operate at the recognised national minimum standards at foundation level (within 26 weeks of appointment).
33. Satisfactory completion of the Authority's 26-week probationary period is subject to compliance and completion, where applicable of the Skills for Care Common Induction National Standards. Irrespective of whether the probationary period applies, compliance with the National Standards will be a condition of employment. In addition, we will encourage care workers with all client groups to undertake appropriate awards. Further information on the above is available from your line manager.
34. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
35. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
36. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
37. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
38. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
39. Any other duties of a similar nature related to this post that may be required from time-to-time.

40. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
41. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
42. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: April 2019

**DARLINGTON BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**CHILDRENS AND ADULTS SERVICES**

**REABLEMENT CO-ORDINATOR**

**POST NO. POS006845C**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	NVQ Level 3 in Health and Social Care including Integrated Support Worker certificate or a willingness to obtain the certificate which will be achieved within 1 year	<b>E</b>	
<b>2</b>	NVQ Level 2 Direct Care		<b>D</b>
<b>3</b>	Coaching and mentoring: QCF level 5		<b>D</b>
<b>4</b>	NOS - HSC232 Protect yourself from the risk of violence at work		<b>D</b>
<b>5</b>	L&M NOS – effective communication (E1.1) L&M NOS – D1 – manage effective working relationships with networks and communities		<b>D</b>
<b>6</b>	Moving and Handling training		<b>D</b>
<b>7</b>	First Aid training		<b>D</b>
<b>8</b>	Sensory loss: units within the QCF e.g. introductory awareness of sensory loss as well as support effective communication with individuals with a sensory loss – also at other levels including level 5 – and also referring to the sensory services NOS		<b>D</b>
<b>9</b>	Willingness to work towards food hygiene certification		<b>D</b>
<b>10</b>	NCFE certificate in infection control or a willingness to work towards this		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>11</b>	Approx. 2 years' experience of working with adults with physical disabilities, older persons learning disabilities and mental health	<b>E</b>	
<b>12</b>	Experience of interpreting legislation, policy or procedures to give recommendations and advice	<b>E</b>	
<b>13</b>	Experience in risk management in regards to Personal Safety and Lone Working		<b>D</b>
<b>14</b>	Awareness of appropriate nutritional needs		<b>D</b>
<b>15</b>	Knowledge of how to recognise signs of abuse / neglect and report this as needed	<b>E</b>	
<b>16</b>	Experience of supervising staff including performance development		<b>D</b>
<b>17</b>	Knowledge/awareness of undertaking strength based assessments/risk assessments, support planning, mentoring and review	<b>E</b>	
<b>18</b>	Experience of supporting individuals in the use of assistive technology	<b>E</b>	
<b>19</b>	Experience of teaching individuals daily living skills (including medication)	<b>E</b>	
<b>20</b>	Experience of how to access/ secure individuals homes	<b>E</b>	
<b>21</b>	Knowledge of conflict resolution and use a strength based approach to motivate individuals to achieve their goals	<b>E</b>	
<b>22</b>	Knowledge and experience of working in a individuals centred	<b>E</b>	

	approach		
23	Technical knowledge associated with the work activities, knowledge/awareness of rotas, domiciliary care regulations, CQC process	E	
24	Experience of working with people who have rehabilitation needs. E.g. strokes, falls, dementia, artificial limbs, diabetes, dementia		D
25	Experience and knowledge of handling prescribed medication		D
26	Experience of risk assessments including prepare,, carry out, develop, plan and review risk management plans		D
	<b>Skills</b>		
27	Ability to communicate both orally and in writing to a range of audiences and complete documentation accurately and appropriately	E	
28	Ability to be responsible for an allocated case load, including assessment and management of risks	E	
29	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	E	
30	Ability to organise and prioritise workload and allocate tasks.	E	
31	Ability to work using own initiative being resourceful and proactive and able to solve problems as they arise	E	
32	IT Literate, capable of using MS Word / Excel and office packages	E	
	<b>Personal Attributes</b>		
33	Ability to demonstrate a caring disposition	E	
34	Ability to be on time for all duties.	E	
35	Ability to administer controlled drugs following guidance and training supplied.	E	
36	Ability to undertake the physical requirement of the post	E	
37	Ability to assist individuals with exercise routines.	E	
	<b>Special Requirements</b>		
38	Flexible approach to work, with the ability to work shift patterns in accordance with a rota, which will include evenings, nights and weekends as required by the setting	E	
39	The ability to communicate at ease with customers and provide advice in accurate spoken English'	E	
40	Capable of independent travel to carry out the requirements of the post	E	
41	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	