

JOB DESCRIPTION

<u>JOB TITLE:</u>	Day Services Coordinator
<u>EMPLOYER:</u>	Acorn Venture Association
<u>LOCATION OF WORKPLACE:</u>	Acorn Farm Depot Road Kirkby Merseyside L33 3AR
<u>RESPONSIBLE TO:</u>	Farm Manager /Management Committee
<u>RESPONSIBLE FOR:</u>	Coordinating the activities of our day services programme to ensure that the aims of the new personalisation agenda are met. We provide a maximum of 90 day places per week for up to 40 different individuals.

MAIN DUTIES AND RESPONSIBILITIES:

Day Services Coordination

- Recruiting new service users to ensure that the programme is running at maximum capacity.
- Liaising with others including families, schools and day services staff regarding new referrals to ensure a smooth introduction to our service
- Agreeing outcome focused support plans with service users and partners focused on promoting individuals health and wellbeing
- Organising outcome focused service user reviews on a time scale as requested by the purchaser[minimum annually]
- Incident management to include liaising with support staff and service users, writing of incident reports and reporting back to farm manager as necessary
- Building strong links with other relevant services e.g. advocacy groups, employment services, health and social care organisations
- Organising events to promote individuals health and wellbeing e.g. health promotion, employment
- Liaising with other professionals and services to assist service users to move on from our service to achieve their outcomes

Quality

- Ensuring the day service complies with all relevant legislation and best practice guidance e.g. Valuing People Now, Valuing Employment Now, Care Quality Commission.
- Carrying out annual service user satisfaction surveys and liaising with relevant staff involved in day care provision to ensure that appropriate changes requested by service users are implemented.

- Regularly updating, in an accessible format where appropriate, all information and documentation relating to our day services provision. This will include service level agreements and information packs
- Designing new documentation as required
- Ensuring that best practice is adhered to at all times with regard to Safeguarding Adults

Relationships with Purchasers

- Attending service reviews with purchasing organisations.
- Gathering and submitting data as requested by the purchasing organisations
- Preparation of annual reports as requested by purchasers
- Marketing our day services provision and Riding for the Disabled service to new customers
- Coordination and delivery of training involved with the learning of specific employment skills e.g. till training, provision of visitor information

Other

- Attending relevant meetings
- Providing holiday and sickness cover on the farm site for support staff. This will be in the areas of animal care, horticulture and maintenance
- Recruiting and managing students on placement [e.g. trainee social workers / occupational therapists]
- Assisting with the completion of tender bids from purchasing organisations
- Safe-guarding the property of Acorn Farm as entrusted to your care.
- Acting in accordance with the requirements of the Data Protection Act
- Providing advice and guidance, where appropriate, on the application of company policy and procedure.
- Attending relevant training, staff supervision and staff development reviews.

This job description is an outline of the requirements of the post and as such is not exhaustive. The post holder may not unreasonably refuse to undertake any other duties deemed commensurate with the post.

All jobs are subject to change from time to time and this job description will be reviewed regularly in accordance with Company policy.

CONFIDENTIALITY:

Acorn Farm recognises the great importance of confidentiality in the professional practice of its staff and in its administrative procedures. Information clearly intended for one purpose should not be used for another without the sanction of the service user, staff member or person supplying the information. The only exceptions are where there is clear evidence of serious danger to the service user, staff member or other person(s) or where legislation requires release of the information. All staff are required not to divulge any information, verbal or written, to any external source that could be damaging to the company's reputation or commercial viability.

CRIMINAL RECORDS BUREAU (CRB):

Successful candidates will be asked to undertake an enhanced criminal background clearance check as part of the recruitment process.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

EQUAL OPPORTUNITIES:

Acorn Farm aims to provide high quality services within the resources available. In order to fulfil this aim most effectively it operates a policy of equal opportunities to ensure that no service user, job applicant, employee or voluntary worker is discriminated against either directly or indirectly on the grounds of gender, age, race, colour, nationality, religion, cultural group or national origin, marital status or whether they are disabled people, lesbian or gay men.

HEALTH & SAFETY:

All employees are responsible for taking reasonable care of themselves and others who may be affected by their work. Everyone working within Acorn Farm is bound by Health & Safety legislation and must adhere to safe systems of work.

ACORN FARM POLICIES:

All employees are required to implement and follow Acorn Farm policies and procedures and undergo any training associated with them.

TERMS & CONDITIONS

Salary:	APT&C Scale 5	£19,621-£21,519
Annual Increments:	Subject to a satisfactory performance review increments of one point per annum to the maximum of the band are paid on the anniversary of start date.	
Hours:	37½ per week (Mon – Fri 8.30am – 4.30pm)	
Holidays:	23 days plus 10 days [to cover the 8 bank holidays and 2 additional discretionary days over the Christmas period.]	

The post is subject to a six month probationary period.

This post is initially for a 3 year period.

PERSON SPECIFICATION Day Services Coordinator

Requirement	Essential/ Desirable	Method of Assessment
<p>Education/Qualifications</p> <ul style="list-style-type: none"> • Good standard of written and spoken English (GCSE Level English Language or equivalent) • Diploma in Social Work or equivalent qualification 	<ul style="list-style-type: none"> • E • E 	<ul style="list-style-type: none"> • Application Form • Application Form
<p>Knowledge, Skills, Abilities</p> <ul style="list-style-type: none"> • Minimum of 3 years experience of working with individual's with a learning disability. • Excellent written and verbal communication skills. • Ability to communicate at all levels with purchasers • Organised and planned approach to all areas of work. • Ability to work on own initiative ensuring deadlines and punctuality are adhered to. • Understanding of confidentiality in relation to the post. • Ability to work with accuracy and attention to detail • Flexible approach to work. • Understanding of Equal Opportunities and its application in relation to the post. • A positive approach towards people with learning disabilities and/or mental health problems. • Positive enhanced CRB check. 	<ul style="list-style-type: none"> • D • E • E • E • E • E • E • E • D • E • E 	<ul style="list-style-type: none"> • Application form/Interview • Application Form/Interview • Application Form /Interview • Interview/Probationary period • Interview/Probationary period • /Probationary period • Probationary period • Interview/probationary period • Application Form /Interview • Interview