



CAMPBILL BLAIR DRUMMOND

POST:	Assistant Day Service Co-ordinator (Nutrition)
HOURS:	37.5 hrs/week
REPORTING TO:	Day Service Co-ordinator
SALARY:	£21,423
RESPONSIBLE FOR:	Support Workers International Volunteers

JOB PURPOSE

To professionally lead the Support Worker team alongside the Day Service Coordinators ensuring that a safe, effective environment is maintained which meets the assessed needs of residents and day students and complies with Health & Social Care Standards.

To lead, develop and review a range of planned, outcome focused seasonal activities aimed at developing practical work skills, emotional and social development and the promotion of independence and self-confidence within a therapeutic environment.

To enhance, expand and review the range of activities provided considering the changing needs of students and residents, working collaboratively with colleagues both within and out-with the community to develop Camphill Blair Drummond's unique suite of activities.

Supporting the Camphill ethos is a key element of the role to ensure that Camphill Blair Drummond maintains its role as a leader in care provision and that the people who live and work in our community can develop in a therapeutic environment.

JOB SPECIFICS

- REHIS or other Food Hygiene Qualification, relevant to food and hospitality
- Experience and working knowledge of CookSafe, REHIS Food Hygiene etc.
- Work alongside students and residents to achieve recognised food and hospitality qualifications.
- Ability to run a working kitchen to provide lunch daily for Day Students.
- Knowledgeable about the provision of food within a care setting - allergies, intolerances etc.
- Involvement in the Healthy Working Lives Group
- Support Residential Healthy Eating Champions
- Work alongside the Garden, Estate teams to use our own organic produce from the gardens and orchards as much as possible.
- To support the development of care and support activities in the Bakery.
- To look at the possible future developments of wider catering opportunities

MAIN DUTIES

Regulatory Compliance

- Model practice which upholds health, safety and security of self and others that you are responsible for within the community.
- Take responsibility for the safe and appropriate management, administration, recording and disposal of medication, in accordance with CBD Policies and Procedures.

- Model practice to ensure that the support provided meets Care Inspectorate requirements, Health & Social Care Standards, and all other legal requirements.
- Model practice and implement processes which comply with CBD's Policies and procedures.
- Report all accidents and incidents promptly in accordance with CBD Policy. Ensure accident/incident reports are written clearly and concisely and that any remedial action or learning is incorporated into care planning.
- Creating and reviewing activity and activity area general risk assessments.

Providing Support

- Ensure the safety and comfort of all residents and day students, whilst encouraging a happy, working atmosphere which reflects the ethos of a Camphill community.
- Demonstrate positive practice within the activity setting which reflects Health & Social Care Standards
- Promote the safeguarding of individuals.
- Lead on and document with Support Workers, the assessment of care needs and the development and implementation of care plans, risk assessments and 6 monthly Reviews which is outcomes focused. Ensuring residents' and students' participation in their care planning.
- Follow and implement the key processes for admissions, transition planning, referrals, reviews, and discharges.
- Record keeping – maintain all required records to a high standard.
- Risk Assessment – undertake all risk assessments for all participants in activity.
- Implement Health and Social Care Standards and provide person centred care which promotes positive behaviour support, independence, choice, and dignity to empower people to live as independently as possible.
- To implement strategies for communication with individuals which uphold the "5 Good Communication Standards".
- Implement and provide care/support, which is structured in a way that provides flexibility, reliability, and continuity.
- Implement and provide support that is accessible to everyone.
- Implement systems and procedures which ensure high standards of care and support.
- Demonstrate practice that promotes the rights, responsibilities, equality and diversity of individuals.
- Ensure that residents and day students are encouraged and supported to remain as independent and active as possible.
- Be responsible for the care and protection of residents' and day students' belongings.
- Lead on and undertake all key-worker responsibility.

Team Leadership

- Provide effective leadership and support for Support Workers and Co-workers.
- Play an active role in the following:
 - Workforce Planning
 - Learning and Development
 - Vision Planning with teams / individuals
 - Reflection (supervision)
 - Personal Development Review
 - Recruitment and selection
 - Absence Management
 - Disciplinary/Capability procedures
- Promote the professional image of CBD through excellent communication, appropriate behaviour, and professional appearance.
- Ensure effective and clear communication within the team and with external contacts.
- Undertaken learning development appropriate to the role, as agreed with the Day Service Co-ordinator, and ensure learning is shared and transferred into practice.

- Lead, participate and attend staff meetings.
- Support and involve students, residents, support workers and carers in the assessment and review of care needs and relevant paperwork.

Quality Assurance

- Contribute to and update quality assurance systems to ensure compliance with best practice on a regular basis, including reviewing care plans, risk assessments, care notes, medication recording.
- Evaluate quality of support and ensure all required documentation is completed to a high standard.
- Obtain feedback from residents, parents, relatives, legal guardians on the quality of support and experience on offer at CBD through agreed processes.
- Review and maintain the key processes for admissions, transition planning, referrals, reviews, and discharges.

Resource Management

- To ensure that the work/learning/social/leisure resources are employed effectively and efficiently.
- Take responsibility and make good use of resources, materials, equipment and be mindful of environment and waste.
- To be responsible for own personal development, seeking support, knowledge and reviewing training requirements through PDR process.
- Budget Management: be responsible and accountable for tracking and monitoring on a monthly basis, including completing any relevant paperwork accurately whilst following procedures and protocols.

Senior On-Call Responsibilities

- Participate and undertake regular Senior On-Call development sessions.
- Offer support and participate in covering Senior On-Call duties within normal working hours when residential staff are not available.

DESIRABLE QUALIFICATIONS

SVQ 3 in Social Services and Healthcare at SCQF level 7 plus PDA Health and Social Care Supervision SCQF level 7
or SVQ 4 Social Services and Healthcare at SCQF level 9
or equivalent e.g. RNMH, Teaching Qualification

ESSENTIAL EXPERIENCE AND SKILLS

- Experience of working in health and social care.
- Experience of working with people with learning disabilities.
- Understanding of the care planning processes and experience of writing care plans and risk assessments.
- Good organisational skills.
- Good communication skills both written and verbal.
- Ability to contribute to, monitor and implement changes that improve outcomes for residents and day students.
- Ability to plan, allocate and delegate work appropriately.
- IT Literate.

DESIRABLE EXPERIENCE AND SKILLS

- Experience of assisting people to develop skills.
- Experience of leading a team.
- Experience of working with individuals with behaviour perceived to be challenging.
- Experience of supervising others.
- Skilled to provide person centred, outcome focused activities.
- Able to demonstrate leadership across the community.
- Ability to deliver accessible programmes of activity to develop skills and potential.
- To deliver a variety of activities which reflect the seasons.
- Ability to work collaboratively and creatively with colleagues and other stakeholders.

PERSONAL ATTRIBUTES

Essential

- Ability to be flexible with regard to working hours.
- Innovative & creative with a “can do” approach.
- Take responsibility for issues and resolve them.
- Ability to build rapport and positively influence others.
- Compassionate & supportive of the aims and values of Camphill Blair Drummond and the Camphill ethos.
- Approachable, personable, supportive and a good listener.
- Compassion and fairness in approach.
- Impartial, assertive and empathetic.
- Acting with Integrity and being authentic.
- A clear understanding of confidentiality.
- Ability to demonstrate clear and effective communication.
- Ability to act purposefully and make decisions.
- A commitment to equality and diversity.
- Ability to self-reflect on one’s behaviour.
- Flexible in approach & willing to take the initiative within agreed parameters.
- Ability to lead & inspire others.

Desirable

- Passionate about enhancing the quality of lives of people with disabilities.
- Keeping a positive outlook and using challenges as personal growth.
- Ability to utilise personal strengths and resources to endure tough times.