

POST TITLE	REABLEMENT COORDINATOR
DIRECTORATE	EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP
SERVICE	HOME FIRST, COMMUNITY REHABILITATION AND REABLEMENT
RESPONSIBLE TO	REABLEMENT TEAM LEADER
NUMBER OF POST HOLDERS	34
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

The post holder is responsible for supporting the effective delivery of reablement services, ensuring that the service delivers a high standard aligned to regulatory frameworks. This involves being responsive in the provision of safe and effective care, working with people receiving support, their carers/families, therapists and community support to enable them to achieve their optimal level of independence. Where required, providing evidenced assessments, outcome focused care and support plans for recommended ongoing care and support packages.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Work with NHS Lothian hospital discharge services and community colleagues on the intake of new referrals and ensure the implementation of care pathways in relation re-admission prevention and falls and fracture prevention.
- Create clear personal plans and SMART goals, focused on individual needs and independence.
- Balance demand for services within resources, ensuring an efficient response to individual needs.
- Ensure the rights of people receiving support are observed, collaborating with care professional stakeholders.
- Respond to serious situations concerning people receiving a service and colleagues, making recommendations and decision on service provision and colleague relations.
- Collaborate with managers and therapists to ensure high-quality services that meet the Health & Social Care Standards.
- Establish, develop and maintain excellent relationships with independent sector care at home providers to ensure seamless flow through the system for people receiving support.
- Provide outcome-focused assessments at the end of reablement/review in partnership with the individual, families and stakeholders.
- Directly manage social care colleagues to ensure effective service delivery, supervising and providing support.
- Assess and record observed practice, providing supervision to support colleagues to achieve SVQ qualifications.
- Manage the day-to-day performance of colleagues to provide high quality care that meets SSSC standards.
- Support practice audits on performance improvements, medication management, personal plan reviews and colleague qualifications.
- Contribute to initiatives that promote a positive culture within the reablement service.
- Model leadership values and behaviours, contributing to integrated Health & Social Care service delivery.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Excellent people-management and organisational skills including; negotiation, reasoning, conflict management, written and verbal communication skills including working with people with communication challenges.
- An understanding of the relevant legislative and policy context, including the Health & Social Care Standards, adult protection processes and frameworks, integration, personalisation and self-directed support.
- Registration with the SSSC as a supervisor in care at home/housing support is required with the following qualification requirements.
 - HNC Social Services and SVQ Social Services and Healthcare (SCQF7) / Practice or Management qualification accepted by SSSC for the Supervisor or Manager category for Care at Home.
 - PDA H&SC Supervision or another leadership/management qualification at or above SCQF7 is desirable.
- Skills in assessment, undertaking reviews, risk assessment, risk enablement and risk management are required.
- Experience of change management initiatives, coaching and approaches is desirable.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Responsibility for managing own time and workload within an environment subject to significant demands and interruption, deadlines, timescales, and priorities, many of which require an immediate response.
- Responses to emergency situations, including critical incidents involving violence and aggression from service users and risks to the health and safety of care workers operating on their own in the community.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.
- Coordinators can be required to work in an office-based setting or hybrid and the role involves regular visits to the homes of service users in the community.
- Work outside of standard office hours including overnight, evenings and weekends may be required.
- The post requires a high degree of emotional resilience to assess the reablement services required to support vulnerable, marginalised and often isolated people, many of whom are in poor health.
- In consultation with senior managers, to ensure that the service conforms to the statutory duties under adult protection legislation and promotes best practice.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- Direct line management of up to circa 25 front-line colleagues. Posts are made up of Social Care Workers (G4), Social Care Assistants (G3) and Community Therapy Assistants (G4)

RESOURCES

The post will be responsible for a range of office equipment and will update and maintain personal, private and confidential service user data.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).