City of Edinburgh Council job description

Post title	Home First Co-ordinator
Directorate	Edinburgh Health and Social Care Partnership
Service	Home First, Community Rehabilitation & Reablement Service
Responsible To	Senior Home First Co-ordinator
Number of post holders	17

Purpose of job

The post holder will contribute to and deliver Home First principles across service areas within City of Edinburgh and Lothian-wide sites. You will coordinate the delivery of statutory social care functions within the hospital environment, working in partnership with community services and third sector organisations.

Working collaboratively across professions within hospital and community settings, you will achieve timely patient flow and will play a key role in facilitating patient discharges in a safe and effective manner.

The what - major tasks and job activities

The key activities will include:

1. Establish, develop, and maintain relationships and effective communication with all health and social care teams involved in the hospital journey from admission to discharge, to ensure a seamless flow through the hospital system for people, their families/loved ones/carers.
2. Take responsibility for the critical screening of patient lists, being proactive to ensure the earliest possible discharge and transfer of care.
3. Complete holistic, person-centred and asset-based assessments across all service user categories and within required timescales.
4. Responsible for navigating community care pathways, ensuring people are discharged home with the support they need at the earliest opportunity.
5. Establish and work in partnership with locality teams to support people to remain within their communities.
6. Contribute and play a critical role in development of consistent approach to discharge planning with community teams and the wider partnership.
7. Develop and deliver on the core values of Edinburgh Joint Integrated Board, Home First Principles and play key role in quality improvement projects both locally and nationally.
8. Promoting a multi-disciplinary approach that is inclusive and rights based.
9. Promote positive risk-taking and informed choices in relation to meeting care needs for individuals.
10. Contribute to case conferences, case discussions and various other MDT meetings.
11. Represent interests of the Council and EHSCP in all dealings with people we support and their families/loved ones/carers.

12. Take ownership and responsibility for your own knowledge, learning and understanding of current and innovative practice to improve themselves and their team's practice.
13. Have good interpersonal skills developing positive, supportive and motivating relationships with the ability to engage and negotiate with people including the ability to have difficult conversations when required.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You will bring:

- A HNC in Social Care and SVQ3 in Health and Social Care minimum with relevant experience and willingness to work towards qualifications.
- A good understanding of relevant legislation, statutory requirements and good social practice, knowledge and theory.
- An ability to understand complex situations and to be able to articulate those verbally and in writing.
- Experience of establishing and maintaining strong, effective working relationships with internal and external stakeholders.
- Strong communication skills including negotiation, reasoning, conflict management, and excellent written and verbal skills.
- Creative thinking, be autonomous and demonstrate an innovative and proactive approach.
- A clear understanding of political sensitivities, and how to engage with partners, colleagues and communities with tact and sensitivity.
- Excellent interpersonal and communications skills, high levels of literacy, to effectively communicate with a range of partners in a multi-function environment.

You will be responsible for:

- Working in partnership with locality-based services to request and access locality aligned budgets when funding is required to facilitate timely discharge.
- Positively challenging issues of a more complex nature which is impacting on the delivery of Home First Principles.
- Working collaboratively with in-reach teams to ensure discharge plans are robust and interconnections and dependencies are managed.
- Responsible for ensuring quality, safety and assurance to ensure people are discharged safely.
- Managing your own time and workload within an environment subject to significant demands and interruption, deadlines, timescales, and priorities, many of which require an immediate response

You will regularly take decisions on:

- On care provision, including people's eligibility for statutory services.

The decisions you take will:

- Be inclusive and rights based.
- Ensure promotion of positive risk taking.

Environment - work demands, physical demands, working conditions, work context

You will normally work:

- Within an acute hospital site or similar. There is potential for occasional home working however physical presence on site is essential.
- With some physical demands, however these will predominantly be within the range of normal office-based activities. Must be able to walk around hospital site (80%).
- With potential exposure to verbal and physical aggression from patients and relatives / other visitors. (60%).
- With exposure to infections, with the requirement to adhere to all infection control procedures and policies (100%).
- With frequent interruptions from patients/relatives/team members (40%).

Supervision and management of people

You will have responsibility for:

- You won't have any direct line management responsibilities for other colleagues.
- You may have some responsibility to direct the work of Community Care Assistants within the team. This includes coaching and supporting their learner journey.

Resources the job holder will be responsible for

You will have responsibility for:

- The proper use and safekeeping of issued equipment.
- Maintaining all records to a high standard using both CEC and NHS recording systems in accordance with protocols and data protection legislation.

Additional information - health and safety

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' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. 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.