

Job Profile

Enablement coordinator

Grade: 6

Date created: January 2020

About the Job

Enablement coordinators work alongside practitioners, social workers, managers and other professionals within adult social care acute and community hospitals, locality offices and specialist learning disabilities team. As an enablement coordinator, you will work with a broad range of adults in Gloucestershire, providing information, advice, guidance and training to individuals who need support to develop or strengthen, social, educational, employment, leisure or other skills.

This is what we need you to do...

- Listen and connect to the people of Gloucestershire, to encourage independence and promote learning of new skills, offering support activities, employment guidance and other relevant training.
- Connect people to community resources, promoting digital inclusion and the use of assisted technology e.g., telecare and my sense.
- Prioritise supporting people in crisis to regain control of their lives, working together to achieve effective plans to reduce risk and ensure people are more stable.
- Work in partnership with other services and agencies in Gloucestershire.
- Work in the Drop In/s throughout the county, supporting people with correspondence, financial and housing related issues. Re-directing to most appropriate support services and offering advice and guidance to individuals who may not receive any other support.
- To identify when a safeguarding alert may need to be raised, ensuring the timely escalation of suspected abuse and self neglect promptly,
- To develop and maintain an in – depth knowledge of local resources, working collaboratively with teams and services both within and outside of Gloucestershire County Council.
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- To attend and utilise supervision and appraisal to identify opportunities for development, new ways of working and reflection on practice; taking ownership of and responsibility for delivering against team and individual performance targets.
- To contribute to the development of the service by communicating new ideas, through means such as briefings, completion of council surveys, and team meetings.
- Be an active participant of your team, maintaining your own continuing professional development, to ensure you can deliver the best quality practice to the people of Gloucestershire.

Special Conditions

- This position is subject to an enhanced Disclosure and Barring Check, and you will be asked to apply for a Disclosure Certificate if you are offered the position.
- The nature of this post requires flexibility to meet urgent work needs as they arise. This will inevitably entail work outside of normal working hours and locations across the county, including in locality, Acute and Learning Disabilities teams. Post holders may be expected to work occasional evenings and weekends. This will not exceed more than 10% of your working hours.
- The post holder must hold a clear and valid driving licence or have the ability to travel around the County.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience of...

- Working in a health and social care environment and offering practical/physical support to people.
- Working with people, their families and carers who may be going through challenging experiences or difficult situations.
- Utilising professional judgement to undertake assessments in a health and social care setting.
- Working within timescales, to organise own workload when dealing with competing priorities and fluctuating workloads

Knowledge, Skills and Understanding...

- Recognise the high level of confidentiality required in relation to people, their carers and families and help to manage sufficient security of such information.
- A basic understanding of the legislative frameworks underpinning adult social care, for example the Care Act and the Mental Capacity Act (MCA)
- Knowledge of a wide range of community resources, agencies and partners who could offer local opportunities; and the ability to expand this knowledge through use of research.
- Demonstrated interpersonal skills, including the ability to manage difficult and challenging conversations with a range of stakeholders, staff and the public and seek an appropriate course of action in line with frameworks and GCC policies and procedures.
- Knowledge relating to recognising signs of abuse in relation to Safeguarding.
- Knowledge of the roles and responsibilities of agencies providing services to adults, their carers and families.
- Ability to use computerised case recording systems, with good keyboard skills and the ability to use various package

Behavioural attributes...

- Actively asks for and considers other people's views and opinions
- Is available and approachable and takes time to consult and communicate
- Able to work well as part of a team and on own initiative
- Listens to others and communicates with sensitivity and understanding
- Acknowledges, respects and responds to individual differences and diversity requirements
- Stays calm under pressure
- Accepts and responds to constructive feedback
- Identifies and takes up opportunities for self development
- Acts with integrity, honesty and impartiality
- Contributes to the development of the service
- Ability to operate in a climate of change and to embrace new ways of thinking and working
- Highly organised with a solution focused, logical and innovative approach to challenges.

Education & Qualifications...

Essential

- Level 3 Qualification in Health and Social Care, or equivalent Health and Social Care experience (as outlined in the job description 'Experience of' section).

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