

# Job Profile

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## Enablement Co-ordinator Grade: 6

Date created: June 2012 (Date updated: August 2018)

### About the Job

The post holder will be part of the Learning Disabilities Team offering Information, advice, guidance and training to individuals who need support to develop skills within a community or home setting. The post holder will, under supervision, undertake and engage in a range of tasks to help maximise service users' community inclusion and independence. To develop service user social networks and provide educational, employment and leisure opportunities. To continually support services that work in partnership and are interlinked with each other to include the assessment and support planning teams. The post holder will be expected to work across all localities, based in Drop In/s depending on need of the service. To work towards supporting and gathering information for assessments and Support Plans.

### This is what we need you to do...

- Under guidance and appropriate supervision, to undertake support activities and work with individuals to create the opportunity of encouragement and empowerment by researching and identifying community based "inclusive" activities, employment and training for service users against targets.
- Provide individuals who need help a contact point for emotional support and information about facilities, social opportunities and services that can help them live more independently.
- Provide support to individuals in the Enablement service to encourage their independence both in their own home and in the local community.
- Support people to be more active within their local community and support with accessing voluntary and paid work opportunities
- Encourage individuals to 'sign' up to weekly/monthly activities which can enable the development of social networks and improve on health and social well being within the community – to include activities in the evening and at weekends
- Liaise with, and further develop partnership working with other local voluntary and community organisations, education and training providers and Social Work Professionals where necessary to increase opportunities for individuals
- Carry out regular contact with individuals to monitor their progress and ensure continual development against meeting their goals and aspirations.
- Complete risk assessments using a 'positive' risk taking approach
- Undertake administration necessary for effective job performance and maintain timely, accurate and effective records, computerised and paper-based, in accordance with Departmental policy. Also to ensure adherence to existing and new arrangements for data requirements and understand its importance in service delivery and performance management.
- To communicate effectively within the Team, provide feedback and engage with all appropriate stakeholders and across organisational boundaries to enhance job performance and improve opportunities.
- Undertake such other duties, annual appraisals, training and development in relation to you which are consistent with the general level of responsibility of the post.
- The post holder is required to maintain the high level of confidentiality that is required in relation to service users/carers and families and ensure sufficient security of such information in carrying out the duties of the post.
- Undertaking those duties which support the achievement of the County Council's Equal Opportunities objectives. The duties described above must be carried out in a manner which promotes equality of opportunity, dignity and due respect for service users, and fellow employees of the Council.

## The ideal candidate will have...

### Experience

- Working with individuals who need support to achieve outcomes through setting targets and goals.
- Identifying potential barriers for individuals moving forward and finding solutions of how these can be addressed
- Experience of working with people with older people with Learning Disabilities or physical disabilities
- Experience of completing assessments and Support plans, including risk assessment.
- Experience of monitoring and reviewing the progress of individuals
- Experience of working effectively as part of a team

### Knowledge, Skills and Understanding

- Knowledge of Person centred tools and techniques
- Good interpersonal and negotiating skills
- A knowledge of a wide range of service providers and agencies which could offer local opportunities; and the ability to expand this knowledge through use of research.
- Ability to develop and disseminate specialist knowledge
- Good oral/written & numeracy skills.
- The ability to use various IT packages
- Ability to maintain confidentiality
- An understanding of legislation relevant to the role, including, but not limited to: The Care Act 2014, and in particular the eligibility criteria.

### 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.

### Behavioural attributes

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- Person centred
- Good communication skills – communicating on all levels to services users, parents/carers and other professionals
- Creative and innovative; and solution focused to meet outcomes
- Flexible and adaptable, with good time management skills
- Sense of humour and is enthusiastic, motivating and encouraging
- Positive risk taker
- Ability to follow systems and processes
- Committed to partnership working and equal opportunities
- Willingness to undertake training and acquire new skills

### Education & Qualifications

#### Essential

- Ability to work to the standard of NVQ 3 or other social care qualifications (Advice and Guidance)

#### Desirable:

- Training related in health and/or social care.

#### Special Conditions

- This position is subject to an enhanced DBS check.
- Post holders may be expected to work occasional evenings and weekends. This will not exceed more than 10% of your working hours.
- When working in Enablement and Drop-In your hours will be between 8am – 6pm. If asked to support a day centre you will work your contracted hours between the hours of 8am – 6pm.