



Job Description

Job Title:	Community Reablement Coordinator
Employed by:	Saltbox
Based at:	Bemersley House, Hanley, ST1 1DY
Salary:	£21,000
Hours:	35 hours per week (Job share may be considered where 2 suitable applicants apply)
Responsible to:	Director of Services
Contract:	From 1 st June 2021 - 12 Month Fixed Term - Subject to six-month probationary review
Recruitment:	This post is subject to an enhanced DBS check, references and a qualifications check

Purpose of the Role:

- To work within the Saltbox Carelink service and team, helping frail or vulnerable older adults to regain their confidence and independence to live back in their own home after a hospital stay.

Summary of Main Duties:

- Coordinate a programme of support on/prior to discharge from hospital, which promotes independence rather than unnecessary or premature reliance on services.
- Support adaptation to changes in Client's routine or lifestyle, often due to an unexpected incident or illness.
- Identify, and enable Clients to engage with and/or attend, appropriate services and community provision.

General:

- Support and empower Clients to enhance their quality of life, maximise potential and continue to develop independence skills within their own homes through accurate goal planning and review.
- Support and enable Clients to improve or maintain their mobility through exercise and encourage the use of mobility appliances they have been provided with.
- Transport to/from important appointments where the Client does not have other options for travel.

- Shopping – occasional support with shopping where Clients experience acute vulnerabilities that are impacting on their capacity or mobility. Ensuring that Clients needing support with shopping can either be accompanied to a supermarket, have staff/volunteers/services delivering shopping to them, or be supported to arrange online shopping and home delivery
- Encourage Clients to access community facilities and promote a positive community presence.
- Engage and co-ordinate Carelink Volunteers in providing interventions and support where appropriate.
- Engage Clients with other aspects of the Carelink service where appropriate, such as the telephone befriending service, Parish Nurse, trips, activities and events.

Assessment and Goal setting

- Discuss with the client (and their family and carers, where required) and agree personalised goals towards regaining confidence, wellbeing and independence. Include a clear plan for what happens when the service ends.
- Document the goals into a care plan covering a maximum 6 weeks period. Give a copy to the client, and to their family and carers, if the client agrees to this.
- Sign posting - determining what services the Client needs, making the referrals and ensuring that they are in place and working well in support of get the Client to a level of independence before helping them to move on.
- Confidently undertake risk assessments, escalating issues as necessary.

Partnership Working

- Build and maintain close working relationships with Locality Connectors who will refer into the service.
- Act as a lead in co-ordinating multi-disciplinary teams of critical partners to facilitate a wrap-around service provision. This is likely to include medical staff and social work, therapists etc.
- Provide context and information to multi-disciplinary teams and colleagues in regard to Client ability and progress, to inform decision making.
- Encourage Clients to access community facilities. Keep up to date on the information required to sign post and liaise to support this.

Monitoring and Review

- Be responsible for documentation regarding Client's care including record keeping, reviews, goals and plans.
- Accurately record information to provide an informative audit trail and assist with monitoring, reporting and evaluating the service/care provided. This will include but is not limited to:
 - Referrals made, with follow up lead time to initial contact
 - Cases taken on and Clients supported

- Number of support hours provided and specific interventions delivered per individual Client
- Other agencies signposted/engaged
- 1 Case study written each month

Governance and Policy

- To work in accordance with, promoting dignity, understanding of diversity, mental capacity and safeguarding.
- To ensure service users are protected from abuse, understanding safeguarding principles and policy/procedures.
- Act in accordance within the NICE guidelines of reablement.
- To adhere to the policies and procedures as specified by the Saltbox Trustees.
- To undertake such other duties as may be required by your line manager and/or the Saltbox Senior Management Team, which are commensurate with the position.

Personal Responsibilities

- Undertake regular personal supervision and appraisal.
- Undertake training as identified by your line manager and/or the Saltbox Senior Management Team.



Person Specification for Community Reablement Coordinator

Requirements		Essential	Desirable
Skills / Knowledge / Experience	A good understanding of Health & Social care through paid work, volunteering or personal experience	√	
	A social care qualification such as a Level 2, Diploma in Health and Social Care, or similar/equivalent	√	
	Experience of working in a care environment	√	
	Experience as a Care or Support Worker (or similar) in the community, working with Clients in their own homes		√
	GCSE Math's and English, or equivalent	√	
	An understanding of a variety of medical conditions, both physical and mental, particularly in relation to our Client group 65+	√	
	An ability to effectively filter key factors when presented with a wealth of information	√	
	Experience and knowledge of effective motivational techniques relevant to the Client group	√	
	Ability and experience to conduct a risk assessment relevant to the Client group	√	
	Experience of completing Client initial assessments, and ability to translate this into a care and action plan	√	
	Ability to effectively and accurately monitor, report on, and evaluate Client progress over a defined period of time	√	
	Experience of delivering reablement interventions		√
	Good IT skills, able to confidently use a computer to manage and report on data	√	
	To be able to recognise safeguarding and be able to report it appropriately and understand what actions need to be taken to keep the service user safe	√	

	To be able to communicate with a variety of service users with a range of needs. To be able to communicate with other professionals and partners	√	
	An ability to work autonomously, making decisions to ensure that the service is being delivered effectively and safely	√	
	Full driving licence and use of a car for work purposes	√	
Personal Qualities	Be the type of person who enjoys helping others and to have a passion for a role where your work will have real worth and impact	√	
	Be able to see people as a whole and understand the circumstances and family systems they live in	√	
	Be confident and at ease with visiting Clients in hospital and in their own home	√	
	Able to use own initiative and be confident to take immediate action where required	√	
	Self-motivated and able to work under own initiative as well as within a team	√	
	Ability to work under pressure with an organised approach to time management	√	
	Ability to work flexibly within a developing environment and with a 'can do' attitude	√	
	A high level of patience and emotional resilience	√	
	A non-judgemental attitude regardless of the Client's needs or situation	√	
	Display a professional approach that enhances the reputation of Saltbox	√	
	A sincere Client centred approach	√	
	A commitment to providing an excellent customer service with a high standard of quality	√	



Other Information:

Saltbox: Restart:

Restart provides supported housing for those who are homeless or at risk of homelessness to make changes towards a better life. Our Clients have multiple and complex needs.

Saltbox is an organisation with Christian values and principles. Saltbox services support those with all faiths and none. It is not a requirement to be a Christian to work for Saltbox; however, staff are expected to behave in accordance with our Values and Guiding Principles, which are detailed below:

Values:

Our message to individuals, communities and organisations is:

- You are valuable
- You have purpose
- You can be forgiven
- You can trust
- You can serve
- You can make a difference

Saltbox's Guiding Principles:

1. We are an organisation with Christian values & principles
2. We aim to make a difference to communities & to see individual lives transformed
3. We seek to work in partnership & seek collaborative opportunities to strengthen communities
4. We strive to be caring, professional & hardworking at all times