

**CAMPHILL COMMUNITY HOLYWOOD**

**HOUSE COORDINATOR**

**JOB DESCRIPTION**

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| **JOB ROLE** | **Fostering a supportive environment where residents are supported in all aspects of their lives, can thrive and develop independence.** |
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| **RESPONSIBLE TO:** | **Community Manager** |
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| **LOCATION:** | **Holywood** |
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| **HOURS OF WORK:** | **20-40 hours per week including daytime, evening, weekend bank holiday and sleep-ins** |
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| **SALARY:** | **£9 per hour. £9.10 in April 2021** |
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| **CONTRACT:** | **Permanent, part-time/full-time** |

**KEY RESPONSIBILITIES**

***General responsibilities:***

* Work with our vibrant and dedicated team of employed and volunteer co-workers, people with learning and other disabilities, young people.
* Ensure that residents are happy and supported.
* Assist with residential care, personal and social support for adults in the community.
* Work with management to ensure that statutory requirements are met.
* Provide assistance with domestic & household needs such as cooking, cleaning, advocating for and encouraging residents to take part.
* Maintain accurate and up to date care records.
* Meet all policy, health safety and regulatory requirements.
* Show a professional and understanding approach at all times.
* Demonstrate a commitment to work within the ethos and values of our Camphill community.
* Provision of emotional & practical support to our residents including helping with cooking, cleaning, personal hygiene, medicine & financial support.
* Understanding the need for privacy & confidentiality & ensure that residents’ dignity and rights are upheld.
* To work to and understand, policies & procedures that enable the community to work effectively and fulfil statutory & regulatory requirements.
* Helping adults to understand information & make choices in their lives.
* Promote opportunities for adults to interact & integrate into the local community, including assisting attendance at religious services, day opportunities/services & evening activities.
* Report any maintenance/repair requirements.
* Compiling and completing residents’ records such as risk assessments, food diaries, care plans and reviews
* Working in partnership with other staff, professionals, and families to ensure residents’ needs are met.
* Be accountable & take responsibility for own development as a care professional, undertake all training required and participate in reviews and supervisions.
* Participate in and share ideas and best practice in team and other meetings.
* Help to organise and facilitate cultural festivals and events (for example valentines’ day, Easter, and Christmas activities).
* Help to foster the Camphill ethos within the community and further afield.
* Be honest, punctual, have a good work ethic and be willing to work through problems and/or challenging situations through communication, positive approach, and flexibility.
* Other reasonable duties as required.

Applicants must be able to demonstrate:

***Experience:***

* Desire to work with people, particularly those with learning disabilities [Essential]
* Care skills (either through previous work, volunteering or life experience). [Essential]
* Experience of working with adults with learning disabilities, autism and other disabilities/needs. [Desirable]
* Empathetic and understanding approach to working with people [Essential]
* Understand and demonstrate experience of care planning processes, writing care plans and positive behaviour support [Desirable]
* Good organisation and communication skills, both written and verbal [Essential]

***Skills/Abilities:***

* Show a commitment to promoting and fostering opportunities for people with learning and other disabilities [essential].
* Ability to be flexible and adaptable with regards to working hours and care practice. [Essential]
* Capable of working in partnership with all staff [Essential]
* Reliable, can work independently and on own initiative without direct supervision [Essential]
* Ability to cope in difficult and challenging situations, to think on your feet, assess situations effectively and resolve conflicts [Essential]
* Ability to work in partnership with others, team player and people person [Essential]
* Understanding the work of Camphill communities, the non-profit, charitable and learning disability sectors [Desirable]
* Willingness to continue to learn and promote the values of Camphill Holywood and Camphill communities. [Essential]