

JOB DESCRIPTION

TITLE: Enablement Co-ordinator – Prevention and Enablement Pathway.

POST NO: 22030

DEPARTMENT: Population Wellbeing

DIVISION: Adult Social Care

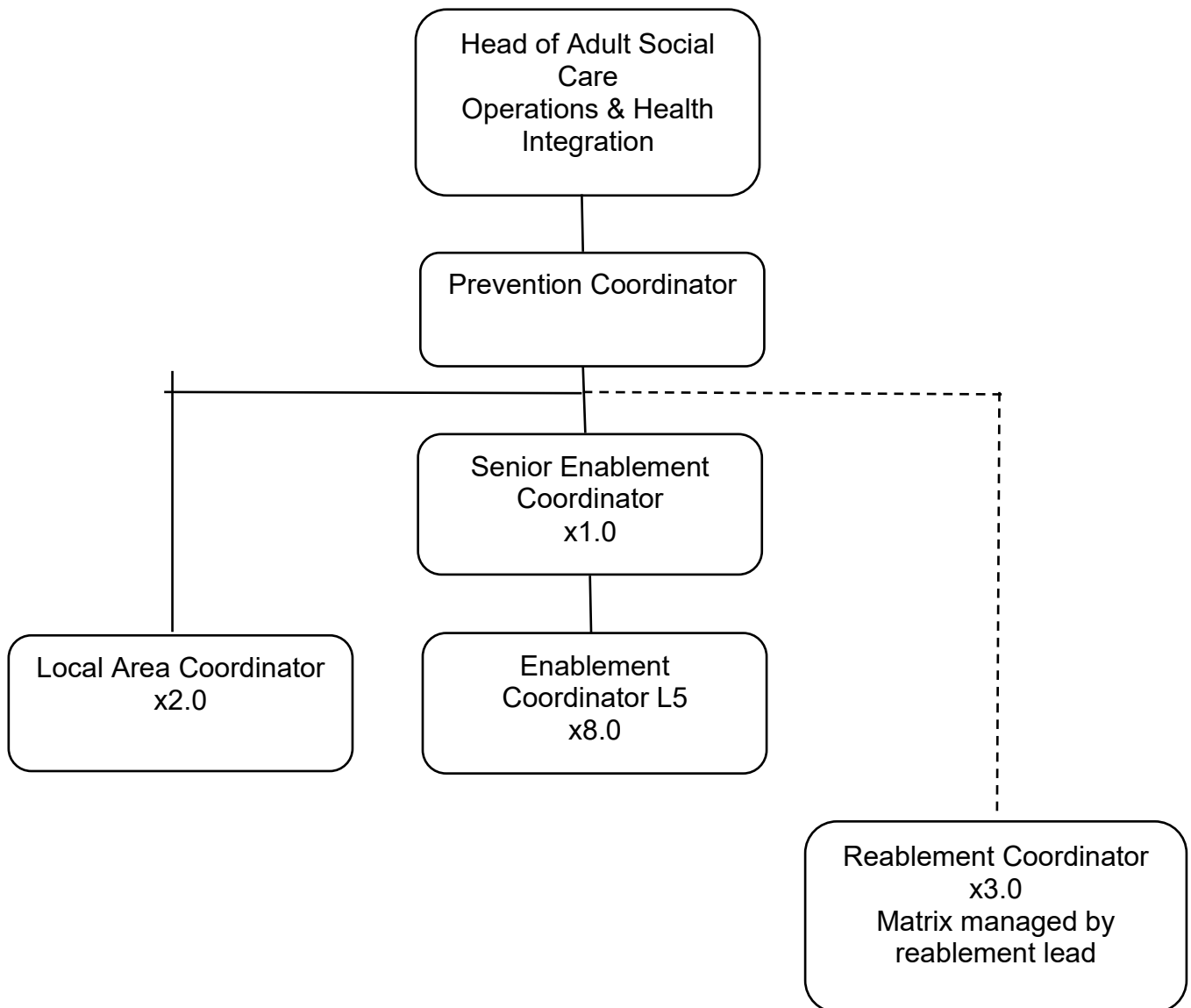
RESPONSIBLE TO: Prevention and Enablement Coordinator.

GRADE: L5

PURPOSE OF POST:

To support individuals with a need as defined by the Care act 2014 to acquire, develop and maintain independent living skills to improve their opportunity to live as independently as possible in their community and identify opportunities for either paid or voluntary work where assessed appropriate. To undertake assessments and devise training/support plans to promote a progression/enablement model of support in accordance with the Wellbeing principle in the Care Act 2014.

ORGANISATIONAL CHART:



PRINCIPAL RESPONSIBILITIES

- | | | |
|---|---|-----|
| 1 | Carry out assessments, plan and implement individual training/support plans as part of a progression model. Work in partnership with internal colleagues and the private, voluntary and independent (PVI) sector to encourage greater independence, including pathways into paid work and voluntary work. Support individuals to develop their support plan and maximise the allocated personal budget. | 40% |
| 2 | Monitor and review progress to ensure individual outcomes are achieved. | 20% |

- Promote and encourage positive risk taking, and thereby focusing more on individual's abilities rather than concentrating on their disabilities. Maintain records to demonstrate individual progress and the value for money of the service.
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|---|--|-----|
| 3 | Provide a range of support to prevent individuals becoming social isolated. Build self confidence through structured programs of support that are outcomes focused. Navigate to personal technology, connections & PVI organisations to enable the individual to build informal networks of support and their own personal resilience. | 15% |
| 4 | Provide personal centred support within the individuals home, at their place of employment or volunteering, and in the wider community through the provision of training, advice and guidance. | 10% |
| 5 | Maintain a range of records in appropriate medium (including visual/pictorial communication and media) and attend and participate in team meetings, reviews and other appropriate meetings to ensure good communication and decision making. | 5% |
| 6 | Work with carers to develop their understanding of enablement and encourage their participation in care/support plans and training programmes, to encourage natural family support networks and peer to peer support. | 5% |
| 7 | Support the individual to maintain their tenancy, attending meetings and advocating as appropriate, in a way that respect their rights and freedoms in accordance with the Mental Capacity Act 2005. Chair and coordinate review meetings in conjunction with Adult Social care. Where appropriate, assist the Council's Finance Team to manage safe custody accounts for individuals with a learning disability | 5% |

DIMENSIONS:

Supervisory/Management: None

Financial Resources: None

Physical Resources: Responsible for any mobile working equipment e.g. laptop, mobile phone

Physical Effort: Some lifting and handling may occasionally be required

Working Environment:

The post holder will be required to undertake frequent lone visits to individuals and families at their home address and work with individuals within community settings.

Work undertaken is subject to risk assessment and is in accordance with LBC's Lone Working Policy. The post holder will be expected to attend meetings at various locations usually within the Luton and Dunstable area. The post holder will be expected to work with individuals in a residential home, nursing home or supported living setting.

Other:**CONTEXT**

The Enablement Coordinator function within Adult Social Care has been created to enhance the development of a strength based enablement and progression planning model of support to adults in the local community with an identified need as defined by the care act 2014.

The role of the Enablement Coordinator is to support adults with an identified need either in their own home or at a place of work or other community setting, to assess their independence skills and devise programmes of support to maintain or develop independence and inclusion. This includes pathways into paid employment for Adults with a care and support need which we know is at unacceptably low levels in England. There will also be a requirement to work with care providers to provide a co-ordinated response to ensuring support/training plans are implemented and outcomes are achieved to help adults to progress to more independent living opportunities.

The Enablement Coordinator will support the prevention and enablement agenda. The post holder will be expected to work on their own initiative and undertake training and development activities in order to maintain and develop skills necessary to meet the requirement of the job role.

The role of the Enablement Coordinator will require continually developing knowledge of personal technology, installing equipment, creating personalised plans and illustrating how this can be used as solutions to social care dilemmas.

The job will involve travel in and around Luton, often at short notice (in emergencies). Whilst it will not be a regular requirement, there may be the need to work occasional weekends or evenings.

The job will involve working strictly within local policy and procedures. The job holder will need to have or be willing to work towards the QCF level 3 in Health & Social Care or any future qualification that is deemed to be necessary.

The recording and maintenance of information will be an important factor in supporting the work of the team and will be a key responsibility of this job.

The work will involve face-to-face contact with individuals, their carers and members of the public. On occasions the jobholder will be dealing with people who may be angry, upset or display some forms of behaviour, which is challenging. A calm, sympathetic, helpful and non-confrontational approach will be necessary in such circumstances.

Safeguarding Statement – all staff are expected to:

- To work in accordance with the Mental Capacity Act 2005 and its principles;

- To ensure that any suspected abuse of an adult at risk is reported in accordance with the Adult Safeguarding Policy and Procedure;
- To promote awareness of the Adult Safeguarding Policy and the Mental Capacity Act;
- To Safeguard adults at risk by promoting their health and wellbeing, dignity and respect;
- To promote the prevention of abuse of individuals and carers;
- To ensure any provider service concerns are reported to the Purchasing and Quality Team.

Safeguarding Statement Specific to Enablement Coordinator's Role

- To support and contribute to adult safeguarding investigations where appropriate.
- To ensure that information is shared where necessary and in accordance with legal requirements.
- To contribute to safeguarding planning to respond to identified risks of abuse.
- To contribute to and co-operate with any multi agency audits and Serious Case Reviews required by the Safeguarding Board.

DBS

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification Enablement Coordinator

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which the candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience in community or social services paid/voluntary work.	1, 2	In depth or substantial experience of working with people in the community.	1, 2
	Experience of providing support to adults in need in a variety of community settings.	1, 2		
Skills/Abilities	Ability to develop effective working relationships with staff, individuals carers and the PVI sector organisations	1, 2, 5		
	Good verbal and written communication skills e.g. able to read and write straight forward reports which involve using computer based systems.	1, 2		
	Ability to devise solutions to social care dilemmas using personal technology including identifying technology and devising training plans.	1, 2		
	Ability to implement training and support plans to meet individual needs, in a manner that promotes the individuals strengths, personal resilience and autonomy and meets individual needs.	1, 2		
	Ability to develop, provide and review support plans and programmes for individuals.	1, 2		
	Ability to monitor and review progress and work on own initiative	1, 2		
Equality Issues	Be able to demonstrate an understanding of the effects of discrimination on service delivery and on people you are working with.	1, 2		
Specialist Knowledge	Knowledge of the Care Act 2014 and Mental Capacity Act 2005 together with guidance in respect of people with a learning disability and autism. Including understanding the needs of people with	1, 2	Some knowledge of Welfare rights	1, 2

	learning disabilities, autism and how they can be vulnerable and at risk of social exclusion.			
Education & Training	Ability to work on courses relevant to the role.	1,2	Complete and record ongoing training.	1, 4
Other Requirements	Ability to travel through the borough, and a willingness to work unsociable hours at times, from 7am to 7pm to meet service requirements	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the act) to meet the requirements of the post. The job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

Equal Opportunities

(i) Health and Safety

(ii) Data Protection Act (2018) & General Data Protection Regulation (2018)