



Job Description  
Care Coordinator  
2010

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Registered Charity: 1056828  
Approved November 2009

## Function & Accountability

The Care Coordinator will be responsible for ensuring that all young people attending the Project receive appropriate and high quality personal care and all participants, including staff and volunteers, receive appropriate first aid treatment.

The post-holder will be accountable to the Project Coordinators, and in their absence to an identified member of the Management Committee.

## Hours and rate of pay

This is a sessional post from 1 April to 31 August or the date of the Project Review Meeting, whichever is later.

During the 3 week Project in July/August:

- 8.00am to 5.00pm Monday
- 8.30am to 5.00pm Tuesday to Friday
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Outside the Project the Care Coordinator is required to attend all of the following:

- final Project planning meeting with the Advisory Committee, Project Coordinators, Scheme Officer and Senior Group Leader
- two-day training course on the management of challenging behaviour
- half-day moving and handling training course
- staff training day (approx. 5 hours) and two or three volunteer training days (approx. 6 hours each day)
- set-up day
- Project Review Meeting in September

## Duties

- to adhere to all relevant published policies and procedures of Whitgift SNAP
- to work in close co-operation with the Care Assistant and volunteers, providing oversight and assistance in areas marked with an asterisk (\*)
- to have sole and direct responsibility for all other areas regarding medical care in consultation and agreement with the Project Coordinators and Scheme Officer
- to attend end of day staff meeting with the Scheme Officer, Senior Group Leader, Group Leaders, Advisory and Management Committee Members
- to maintain the confidentiality of all personal data and medical records of children and young people, and staff/volunteers where appropriate

## In regard to personal care of young people

- \* to change and label pads supplied for individual young people, lifting, cleaning and ensuring disposal of clinical waste in accordance with the Whitgift SNAP guidelines
- \* to change and bag-up soiled clothing, ensuring this is labelled
- \* to assist with the toileting of young people
- \* to record pad changes
- \* to ensure the medical room is kept clean
- \* to assist volunteers with feeding and any other aspects of personal care
- \* to ensure bio-hazards caused by bodily fluids are dealt with promptly, and in accordance with health and safety guidelines
- to report any suspicious findings, eg. signs of suspected abuse to the Child Protection Officer or their authorised deputy, in accordance with the Safeguarding Children and Vulnerable Adult Policies

## First Aid

- to administer first aid as necessary to young people, volunteers and staff
- to ensure that the medical room is properly supplied and equipped at all times, ensuring that any requirements are advised to the Project Coordinators and Scheme Officer
- to record all first aid carried out and accidents which have occurred, irrespective of the need for treatment in the designated accident/incident books in accordance with health and safety guidelines
- to pass on details of any accident or treatment given to parents/carers as required within the Whitgift SNAP guidelines
- to ensure that medical records and incident/accident reports are securely stored at all times during the day in a locked cupboard, and that all such paperwork is returned to the office at the end of each day for secure storage overnight
- in consultation and agreement with the Project Coordinators and Scheme Officer, to administer prescribed medication, in accordance with parents/carers instructions and with insurers procedures

The above list of duties is not intended to be exclusive and may be amended by mutual agreement at any time, and reallocated as necessary.

## Criteria

Qualifications	<b>Current Paediatric Nursing qualifications</b> Current certificate for lifting/handling from a recognised training body * Current certificate for the Management of Challenging Behaviour (British Institute of Learning Difficulties accredited training) *
Experience	Work in a paid or unpaid capacity with people with disabilities
Knowledge & skills	Knowledge of physical and learning disabilities Communication and leadership skills Ability to supervise others in a supportive and responsible way Self-motivated and an ability to motivate others Initiative Teamwork skills
Aptitude & disposition	Active promotion of good equal opportunities policy practices Commitment to Whitgift SNAP's health and safety policies including good lifting practice A positive approach to working with young people with disabilities Appreciation of the importance of volunteer contributions Awareness of different cultures and backgrounds Patience is essential Energetic

\* *Appropriate training courses will be offered to the successful applicant if required.*

The successful applicant must have full time availability for the three week duration of the Project in July/August and attend all required training.

All paid staff must supply proof of entitlement to work in the UK and require Enhanced Police Disclosure. All offers of employment are also subject to written references.

All paid staff and volunteers participating in Whitgift SNAP are expected to support and work within the policy and practice guidelines laid down by the Management Committee, including Equal Opportunities.