



# Job Description

## Care Coordinator

### 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 Coordinator, and in their absence to an identified member of the Management Committee.

This job description does not form part of the contract of employment.

### Hours and rate of pay

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

The hours are variable during the period of employment, but may include some weekends and evening work. The hourly rate of pay for the 2012 Project is available on application.

Pre Project Training:

- Availability from 9.30am to 4.30pm Monday to Sunday during the week preceding the scheme, for compulsory training, planning and set-up days.

A 30minute break is given for lunch each day.

During the Project in July/August:

- 8.00am to 5.00pm Monday
- 8.30am to 5.00pm Tuesday to Friday

Post Project:

- Project Review Meeting (usually held in September), for which the Care Coordinator may be asked to prepare a written report.

## 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 Coordinator 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 child abuse to the Child Protection Officer or their authorised deputy, in accordance with the Safeguarding Children Policy

### 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 Coordinator 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 Coordinator and Scheme Officer, to administer prescribed medication, in accordance with parents/carers instructions and with insurers procedures
- such other duties as may be reasonably required to ensure a safe and successful Project

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 moving/handling from a recognised training body * Responding to challenging behaviour training (specific course to be provided by Whitgift SNAP)
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 duration of the Project in July/ August and the preceding compulsory training week, during which all training must be successfully completed.

Expenses will be re-imbursed in accordance with the Staff Expenses Policy.

All paid staff must supply proof of entitlement to work in the UK and require Enhanced Police Disclosure from the Criminal Records Bureau. All offers of employment are also subject to written references as detailed in the Staff Selection Policy.

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.