



## BEANNACHAR CAMPHILL COMMUNITY

### Job Description

### Assistant House Coordinator

Title of Post:	Assistant House Coordinator
Place of Work:	Beannachar Camphill Community South Deeside Road, Banchory-Devenick Aberdeen AB12 5YL
Responsible to:	The House Coordinator
Responsible for:	Volunteer Co-workers, Employees, Residential students
Hours of Work:	40 hours per week (including some weekend and evenings)
Annual Leave	32 days inclusive (refer to T&Cs for required leave periods).
Pay:	£24,252 per annum plus sleepover allowance if required to sleep-in

### **Purpose of the role**

The Assistant House Coordinator is the House Coordinator's number one member of staff, who will deputise in the absence of the HC when required. Deputising should provide a seamless transition of the management of the house, ensuring consistent and best practice in all aspects of student support and outcomes, individual, team and task management.

### **The Assistant House Coordinator's responsibilities will be in support of the following:**

1. The residents live in a safe and secure home setting which fosters their independence and in which they are actively involved.
2. That they receive food, which is wholesome, nutritious and to their liking.
3. That they receive help with all aspects of day-to-day personal care, health, and wellbeing.
4. That recreational, cultural, and spiritual activities are available within the household and that the students are actively encouraged to take part in these activities as well as those offered outside the household, both in the Community and in the locality.
5. That they can share the household tasks and other meaningful work in the Community as far as they are able.
6. That that all health and safety regulations are adhered to.
7. Co-ordinate the daily arrangements in the household and to ensure that all aspects of the care provided to residents in the household comply with the standards agreed by the Community in accordance with best professional care practice, and the Quality Framework of the Care Inspectorate, and SSSC Codes of Conduct.
8. The effective management of the finances of the household, as directed by the House Coordinator, and, as appropriate, to assist students in handling their money.



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9. Person centred medication administration and all processes and protocols involved in the safe and compliant practice of this.
10. Enabling students to develop and progress towards their agreed outcomes
11. To support and take responsibility, as delegated by the House Coordinator for managing and evidencing outcome-based record keeping and support planning for students.
12. To communicate with parents and social workers as agreed.
13. Uphold and support the ethos, values, and objectives of Beannachar, including actively supporting and participating in the Community's social and cultural life.
14. Lead activities for the residents, such as cooking, cleaning, laundry and other home making activities in the house.
15. Provide direct support as required and model best practice in your care and support of students, employees, and volunteers.
16. Provide support, coaching, on the job training, performance management, induction and supervision to volunteers and employees.
17. Ensure processes and policies are adhered to and audit effective implementation.
18. Ensure effective and seamless handovers for each shift including updating daily notes and student communication diaries.

#### Other

Provide occasional sleepover night awareness where you would be on call to support as required.

#### **REQUIRED QUALIFICATIONS / EXPERIENCE**

##### Essential

- 1-2 years relevant experience of working in a team leader or supervisory role with children and/or adults with additional support needs
- SVQ 3 in Social Care or equivalent Social Pedagogical, educational training or qualification completed at **SCQF level 7** equivalent other qualification in residential school/Camphill setting
- Full SSSC registration with no conditions
- PVG membership for work with vulnerable adults
- Have thorough and current knowledge and understanding of Protection of Vulnerable Groups
- Excellent communication skills
- Support and Supervision training
- Epilepsy training completed and maintained in date



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### Desirable

- Further professional development or training in social pedagogy or adult social care
- Previous experience in a Camphill setting
- Hold a clean and current driving licence
- Have relevant IT and administration skills

### **PERSONAL QUALITIES AND APTITUDES**

- Proven leadership qualities, with the ability to ‘think on your feet’ and adapt your day as required
- Demonstrate a warm and flexible attitude
- Can work well within a team and independently as needed
- Have positive people management and team building skills
- Demonstrate good communication skills with people at all levels within the organisation, with visitors and parents/external professionals
- Be aware of, and manage, risk both to the student and him/herself
- Be open to change
- Be willing to learn and share
- Accept personal accountability