**Independent Living Project (Fife)**

**Part of SDS Options Fife delivery**

**Managed by Disabled Persons Housing Service (Fife)**

**Job Description**

**Post Title**: Independent Living Project Co-ordinator

**Post Salary**: £25,074 per annum pro rata

**Hours of Work:** 21 hours per week most likely worked full days Tue, Wed, Thurs

(flexibility expected to cover key meetings as required)

**Contract Type:** Fixed Term Contract to 31 March 2018

Subject to funder review for on going funding

**Responsible To**: DPHS (Fife) Service Manager

**Responsible For**: Independent Living Project Team (ILP) and SDS Options Fife team

**Purpose and Objectives of Post:**

To enable the organisation to continue to develop and deliver a high quality, person centred, user-led, inclusive service supporting and assisting disabled people, people with long term conditions and, on occasion their carer or family member who may be managing their support, to live more independent lives.

A key element of the project work is to monitor and measure difference in knowledge, skills and confidence in becoming an employer and to provide ongoing support to sustain this where appropriate.

Through successful delivery of the project you will ensure that eligible individuals, who particularly wish to consider, (or remain) employing their own staff (e.g. Personal Assistant) are assisted with knowledge, skills and confidence to do so.

To manage the Independent Living Project (Fife) team inclusive of an Independent Living Officer, Independent Living Administrator, SDS Options Advisor, Volunteer Co-ordinator and Administrator, ensuring an integrated and collaborative approach of the project.

To develop positive and collaborative relationships with health and social care professionals, including representatives of local authorities, and manage/negotiate potential sensitive issues with them and service users.

To support service users to make informed decisions about SDS and employing/managing personal assistants/staff.

Taking an inclusive and integrated approach with all parts of our service to ensure effective referrals for general SDS options advice (SDS Options Fife), to link with volunteers who can share their experiences (SDS Options Fife), or with housing (colleagues in Disabled Persons Housing Service).

This post requires an enhanced check through PVG (Protecting Vulnerable Groups).

**Main Tasks and Duties:**

**1** Staff Management & Supervision

* To provide regular supervision and support for the new members of the Independent Living Project (ILP) and the SDS Options Fife service .
* To develop and motivate the ILP to provide an integrated service to disabled people.
* To delegate and prioritise work within the ILP and SDS Options Fife service as a whole.
* To support the ILP staff with complex case work and in particular situations where a unique, innovatory service solution is required.
* To monitor service users at point of referral and to ensure that procedures are in place to allow for effective allocation and prioritising of casework.
* To effectively manage service user waiting list.
* To work closely with staff to deliver the work plan which includes an agreed training programme on becoming an employer covering all aspects to assist individuals in making and informed choice, or sustaining their choice of employing their own staff (Option 1 or as part of Option 4).

**2** Individual Case Work

* To support a limited number of individual service users by providing information about self-directed support (SDS) and particular Option 1 (*employing your own staff*) and potentially as part of Option 4 (mixture of support), with a commitment to the provision of cover during team members absence (e.e annual leave).
* To liaise closely with the HR Training Officer in all aspects of recruitment, selection and good employment practice related to Personal Assistants.
* To work closely with the HR Training Officer delivering and developing the training contract and managing the PA recruitment service.
* To gather information on the difference our project is making, makes via feedback, surveys etc. and to report on these to DPHS Co-ordinator, Board and funder. This is of crucial importance to monitor the effectiveness of the project. Tasks may be delegated to other staff team members however it will be responsibility of the manager to ensure any reporting is backed up by supporting evidence.

**3** Working Relationships, Communication and Promotion

* To take a collaborative approach in the creation, development and management of positive relationships with local authority representatives and other social care professionals, managing and negotiating sensitive issues with them and service users and supporting the ILP/SDS Options team with achieving this aim shaping the organisation’s ability to deliver.
* To raise awareness with referral agencies including Fife Health and Social Care of how to appropriately refer and to ensure understanding of what our service can provide.
* To raise awareness with other agencies including voluntary sector providers to ensure that individuals are aware of the project and the services available to them.
* To link service users to all relevant services provided by DPHS (Fife) inclusive of Housing Options and the SDS Options Fife project, signposting to relevant organisation(s) as appropriate.
* The overall management and administration of website and social media channels in line with the organisations branding guidelines.
* The overall management, on-going development and effective monitoring of our Social Media channels (including Facebook and Twitter) to ensure increased drive and engagement.

**4** Development and Liaison

* To manage the monitoring and evaluation processes for the Independent Living Project and SDS Options Fife projects using our project’s management information systems.
* To develop and raise awareness of the possibilities for Independent Living through talks, presentations, workshops, written material, or any other appropriate method aimed at individuals, statutory or voluntary agencies.
* To ensure a social media presence on a variety of formats to raise awareness of the training, Pop Up/surgery assistance available.
* To make good links with the existing SDS Options Fife project workers for appropriate referrals for general SDS Options advice and for links to volunteers.
* To ensure the project staff group work to identify individuals keen to assist the project further by becoming involved in focus groups (to ensure the training becomes co-produced with disabled people) and to gather experiences to share via the volunteer group at SDS Options Fife.
* The management and prioritisation of referrals received from health and social work professionals regarding eligible individuals who wish assistance. This includes individuals already operating an option 1 choice (or as part of option 4/mixture of support) who may have a challenge or issue which arises.

**5** In Consultation with Service Manager:

* Assist with feedback to statutory authorities and referral agencies regarding effective referring processes in a timely manner for the individual.
* Represent the organisation on appropriate working parties or groups to promote and influence good practice.
* Liaise with our other staff to identify the range of services we can offer an individual to facilitate their plan for Independent Living.
* Develop and/or respond to new areas of work/legislation related to Independent Living as opportunities arise, in furtherance of our organisation’s strategic aims.
* Work on projects of common concern with other user-led disability organisations.

**6** Administration

* To carry out regular qualitative and quantitative monitoring of the Independent Living Project/SDS Options Fife project.
* To record and collate gaps and deficiencies in services and refer these on to the Service Manager as appropriate.
* To undertake recording of information in accordance with organisation policies and procedures and ensure service users have access to their own confidential file.
* To prepare reports as required by the Board of Directors and DPHS Co-ordinator Service Manager.
* To track invoices and ensure payment – reporting budget spend.
* To ensure compliance with Service Level Agreements and other statutory funders about service standards and volumes.

**7** Other

* Delegate and supervise budget tasks ensuring appropriate recording of project expenditure and highlight any areas of challenge with the DPHS Co-ordinator Service Manager.
* Ensure cover at all times for the project work by liaising with staff members over hours and leave etc.
* Collecting reported information about absences for reporting to both Service Manager and Payroll services.
* Carrying out effect Return to Work and other sessions with project staff as required and liaising with Service Manager in such issues
* Covering team members duties, tasks and responsibilities in times of absence or leave to ensure the continuous smooth running of the project.
* Any other reasonable tasks which are appropriate to the smooth running of the project and the organisation.

**Decisions made in the Course of the Job:**

* Accountable to the Service Manager for tasks concerning staff supervision, individual case work, issues related to development of HR Training/Recruitment work, developmental work and external representation and partnership working.
* Delegation, prioritisation and supervision of the work of the staff of the Independent Living Team/SDS Options Fife team for tasks related to the Independent Living Team.
* Development of initiatives with individual disabled people, disability organisations, statutory and private sector providers.
* Effective project and time management to ensure first and foremost that the tasks identified in the action plan agreed with the funder are delivered.

**Contacts:**

* Disability organisations in Fife and elsewhere
* National Disability Organisations
* Local Authority Officials
* Local Authority Councillors
* Statutory Health & Social Care, Housing and Education Providers
* Voluntary and Charitable bodies
* Disabled people, their families, carers and Personal Assistants
* Government departmental officials
* Private sector organisations
* Monitoring agents for funders

**Supervision Received:**

Regular supervision with Service Manager

**Complexity and Creativity:**

The Disabled Persons Housing Service (Fife) is an innovative, demanding and expanding initiative which has a significant impact on the lives of disabled people, their families and the statutory caring authorities in Fife. The organisation is currently looking at re-branding and all staff will be involved in this, alongside Board members and advisors.

You will require the ability to communicate effectively with a wide range of people.

The provision of support which enables disabled people to increase their level of self-control in all aspects of their lives is highly complex. It requires sensitivity, an extensive knowledge of services which are available for disabled people and a wide knowledge of the concerns of disabled people.

Challenges currently exist around funding of supports for the individuals we represent and at all times we deliver our service with a focus on what we CAN do and what makes a difference.

**Person Specification: Independent Living Team Coordinator**

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| **EDUCATION AND QUALFICATIONS** | | | |
|  |  | **Essential** | **Desirable** |
| **E1** | Relevant professional qualification or higher Education training.  There may be circumstances, however in which an academically unqualified person, who is suitable in every other respect, could meet the requirements of the post (e.g. an appropriately experienced disabled person) | ✓ |  |
| **SKILLS AND ABILITIES** | | | |
|  |  | **Essential** | **Desirable** |
| **E2** | Positive leadership and management skills | ✓ |  |
| **E3** | Demonstrable experience in managing the delivery of direct services, including staff, financial and resource management | ✓ |  |
| **E4** | Staff supervision and management | ✓ |  |
| **E5** | Ability to influence and form effective partnership relationships at all levels | ✓ |  |
| **E6** | Experience of working collaboratively with a wide range of external agencies and partners at all levels | ✓ |  |
| **E7** | Experience of managing conflicting views in a confident, assertive and diplomatic manner | ✓ |  |
| **E8** | Creative problem solving and innovative approach to service acquisition | ✓ |  |
| **E9** | Excellent listening and empathising skills | ✓ |  |
| **E10** | Experience of building an online presence through the promotion of regular updates, photos, videos, invitations etc. though our website and identified social media channels. | ✓ |  |
| **E11** | Excellent planning and organisational skills with the ability to multi-task, prioritise workload and work on own initiative | ✓ |  |
| **E12** | Excellent verbal communication skills including confident public speaking and an ability to convey complex information in a clear and concise manner | ✓ |  |
| **E13** | Excellent written communication skills including the ability to write clear and concise reports | ✓ |  |
| **E14** | Excellent interpersonal skills and ability to motivate others | ✓ |  |
| **E15** | Ability to represent the project to a high standard | ✓ |  |
| **E16** | Strong IT skills with literacy in MS Office packages | ✓ |  |
| **E17** | Experience of disability and independent living issues | ✓ |  |
| **E18** | Understanding of continuous improvement/ quality frameworks | ✓ |  |
| **E19** | Ability to develop outcome-focused monitoring and evaluation frameworks to support concise reporting | ✓ |  |
| **E20** | Knowledge of self-directed support and in particular Option 1 – employing your own staff and an understanding of our client group. | ✓ |  |
| **E21** | Understanding of person centred working | ✓ |  |
| **E22** | Understanding of equal opportunities/anti-discrimination practice | ✓ |  |
| **E23** | Valid driving licence and access to a car | ✓ |  |
| **D1** | Personal Experience of disability |  | ✓ |
| **D2** | Direct personal experience or work experience in a user led environment |  | ✓ |
| **D3** | Knowledge of specific issues such as DSS benefits, housing, personal assistance and finance, as they relate to disabled people. |  | ✓ |
| **D4** | Previous experience of delivering training sessions. |  | ✓ |
| **PERSONAL ATTRIBUTES** | | | |
|  |  | **Essential** | **Desirable** |
| **E23** | An approach to work which is positive, flexible and solution focused | ✓ |  |
| **E24** | Ability to work under pressure | ✓ |  |
| **E25** | Team Player | ✓ |  |
| **E26** | Basic knowledge of employment law | ✓ |  |
| **E27** | Experience of facilitation | ✓ |  |
| **E28** | Multi-disciplinary work | ✓ |  |