

Domiciliary Care Coordinator



Hours of work: Part time, 30 hours per week

Location: Lincolnshire

Department: KIDS Domiciliary Care

Full Time Equivalent (FTE) salary details:

£23,908 per annum

Advertising end date:

As a Domiciliary Care Coordinator you will be coordinating the delivery of Domiciliary Care for disabled children and young people. You will also be working alongside disabled children, young people and their families. This is a great opportunity to develop your skills in a rewarding role, and gain a strong sense of achievement.

Read further to find out about whether this role is right for you.

For more information about KIDS please visit www.kids.org.uk.

Our vision is a world in which all disabled children and young people realise their aspirations, and their right to an inclusive community which supports them and their families.

What We Do



KIDS are a national charity, founded over 47 years ago, providing a wide range of support services to disabled children, young people and their families. We support children with any disability from birth to 25 years of age. We also offer our support to the whole family with the aim of giving disabled children a brighter future.

“Your involvement with my family has meant huge practical help during a difficult time. I think the key thing is that KIDS does stuff with and for the whole family, not just the child. I am sure that yours is the kind of service that helps prevent family break up as a result of the strains that a child with a disability brings.”

We cannot change a diagnosis and we cannot cure but we can, and we do, make a very real difference to the lives of families with a disabled child through high quality, practical and tailored services delivered by dedicated professional staff.

KIDS provides over 120 different services and works with 80 local authorities throughout England. **In 2017-2018 we supported over 15,000 disabled children, young people and their families.**

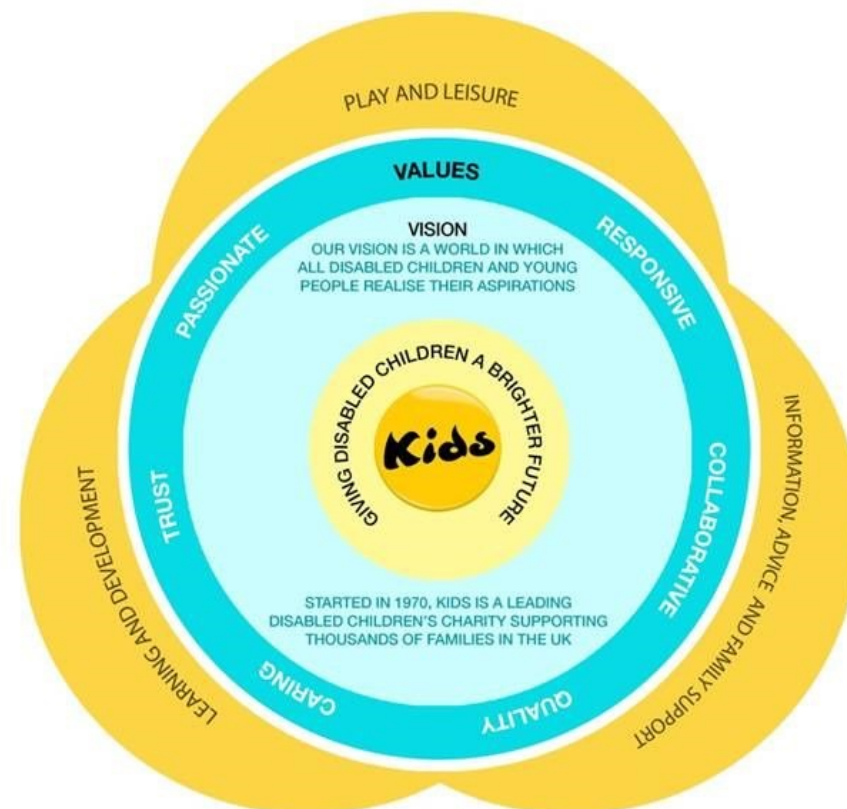
Our values

- We are passionate
- We are collaborative
- We believe in quality
- We are responsive
- We are caring
- We are trusted

We are passionate about making a life-changing, positive difference to the lives of disabled children, young people and their families. Everything we do places the child at the centre of our support, our services then focus on providing care, which wraps around the child within their family.

To learn more about our corporate strategy, please visit <https://www.kids.org.uk/Pages/FAQs/Category/trustees>.

Our values underpin the work that we do with children, young people, and families in three main areas of their lives — we call these our “circles of support”.



What You Can Expect



Our services

KIDS was established in 1970 by John Mulcahy, a teacher who had become concerned about the development of a disabled child in one of his classes. Looking to improve communication with the child.

John turned to the child's mother for guidance. This sowed the seeds of working in partnership with parents and carers to enable disabled children and young people to develop their skills and abilities and to fulfil their potential, hopes and dreams.

KIDS is a charity which has pioneered a number of approaches and programmes for disabled children and young people. These include Home Learning (Portage), Parent Partnerships, Adventure Playgrounds and the inclusion of disabled children in mainstream educational settings.

KIDS has a rich history and vast experience of meeting the needs of disabled children and young people and families. Therefore, KIDS is well-placed to play a leading role supporting the development of policy affecting this important group in society.



Our benefits

Here at KIDS we want you to know that you are valued, and that we are committed to your safety and wellbeing. Our benefits include:

- Access to KIDS Virtual College: our wide range of interactive e-learning training courses which carry CPD points
- NEST Pension Scheme
- Life Assurance after 6 months service
- Strong sense of achievement from doing meaningful work
- Generous holiday pay
- Extra week of holiday after 4 years' service
- 24 hour helpline to deal with safeguarding issues

‘Being given the opportunity to make a positive impact on a young person's life’ - Ollie, Assistant Practitioner

Job Description



Overall Purpose of Role

- To coordinate the delivery of Domiciliary Care for disabled children and young people across Lincolnshire.
- To manage the Domiciliary Care team and support the Regional Manager to ensure services meet the requirements of the Care Quality Commission (CQC).

Key Relationships

- To report directly to the Regional Manager.
- To work closely with children and young people/parent/carers accessing the service.
- To work in partnership with the children, the disability team and other partner agencies including Health and Education.
- To support the domiciliary care/team to deliver high quality care in the family home.
- To work closely with the KIDS Early Years and Play & Leisure services to maximise the workforce

Working Context

To work in line with KIDS policies including Health and Safety and Safeguarding.

To work flexibly as the Coordinator of the domiciliary care team.

To travel across the Lincolnshire County as required. To be a car driver with access to a vehicle is essential.

To undertake other duties as requested by Managers as far as they are compatible with the aims and level of responsibility of the post.

These duties will be reviewed from time to time in line with the changing needs of the job.



Key Responsibilities



1. To coordinate the domiciliary care rota across Lincolnshire ensuring families receive the care at the times they need it.
2. To support the recruitment and retention of staff deliver domiciliary care across the country.
3. To manage the challenges of staff absence and annual leave ensuring appropriate domiciliary care cover is prioritised to those most in need.
4. To undertake home visits and complete care plans, risk assessments for children and young people referred to the service.
5. To maintain regular contact with lead professionals referring to the service.
6. To foster relationships with domiciliary care agencies to ensure emergency cover can be provided.
7. To lead on the staff training plan to ensure staff meet the minimum requirements for providing care to each family.
8. To ensure services are person centred and reflect the needs and wishes of children and young people receiving domiciliary care.
9. To manage and where possible reduce the mileage cost linked with domiciliary care delivery.
10. To develop partnerships working with KIDS Early Years and Play & Leisure services to maximise the workforce across KIDS Lincolnshire services.
11. To develop and grow the domiciliary care service in line with new referrals from Social Care.
12. To keep abreast of the requirements for registration with the CQC and to support the registered manager to ensure full compliance across the standards.



Key Responsibilities



‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner

We expect you:

1. To be familiar with and fully comply with all KIDS policies and procedures including child protection, safeguarding, health and safety, confidentiality and partnership.
2. Perform tasks as required commensurate with your grade and experience.

KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.

Other Responsibilities

1. To support future tenders for Domiciliary Care Services in neighbouring authorities.
2. To deliver services in line with all KIDS policies and procedures.
3. To lead and manage the team.



Person Specification



Proven Ability

To be able to carry out this role we would expect you to have the following characteristics:

- Qualified to a minimum of NVQ Level 3 in care or in a related or associated field.
- Experience of working with disabled children and young people.
- Ability to work under pressure
- Ability to prioritise own workload.
- Ability to write comprehensive care plans and risk assessments which reflects service users' needs and wishes.
- Excellent communication and interpersonal skills.
- Clear understanding of the roles and responsibilities in relation to safeguarding.
- Ability to work flexibly to meet the needs of the organisation.
- Ability to maintain full and accurate records and reporting systems in accordance with legal requirements.
- Good IT skills in using Microsoft Word, Microsoft Excel and Microsoft Outlook etc.

Desirable criteria

- Experience of delivering Domiciliary Care services.
- Knowledge of the requirements for compliance with CQC standards.
- Knowledge of the legislation supporting disabled children, young people and their families.
- Knowledge of the Mental Capacity Act 2005 and Deprivation of Liberty.
- Good administrative skills.