

JOB SUMMARY

Post Title	Co-ordinator – Undergraduate Care Scheme						
Job Family	<i>Service Delivery</i>	Pay Range	05	Line Manager to others?	Yes	Role profile ref	SD05
Service Area	Adult Social Care & Housing – Direct care delivery						
Line Manager	Deputy Manager – Community Outreach - Internal Services						
Location	County Hall with island wide travel including agile working						

Job Purpose

To provide a co-ordinated approach to the care undergraduate scheme that supports people to realise their career in social care. Working closely with the undergraduate support workers, the managers in services, education providers and NHS Trust colleagues, the role will ensure pastoral support is provided to students and their placements.

Job Context

- Work with undergraduate support workers to identify their strengths and needs and facilitate their work in variety of placements to support their learning, helping them chose social and health care as a positive career choice.
- Deliver presentations on the scheme to a wide range of audiences in educational establishment sand at careers events
- Source new placements for undergraduates and facilitate existing placements to ensure the undergraduates have a worthwhile learning experience.
- Support the recruitment of undergraduate support workers and ensure they have regular support in their roles by conducting supervisions and appraisals.
- Gain feedback from people that helps develop the service offer and write reports to show evidence that the scheme works well and recommend improvements when things are not going as well.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.	Being punctual, available and supportive to people with individual needs where it may be their first paid role	E	
Self-motivated with the ability to work to clearly defined targets / deadlines.	Being emotionally resilient to help others and recognise the times where support for your own needs is required	E	
Awareness and understanding of the customer's needs.	Working with a wide range of people and ages and being sensitive to their needs.	E	
	Working with family members, placement supervisors and advocates to support people with their choices	E	
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.			D
Safe and competent use of relevant equipment / tools.		E	
Knowledge of relevant health and safety procedures.	The ability to appropriately risk assess activities ensuring that risks are mitigated	E	

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	Understanding of adult safeguarding duties or willingness to undertake the required mandatory training		D
Ability to communicate clearly with sensitivity and empathy to build trust both one to one and with groups.	The ability to liaise with a wide range of people for the benefit of scheme and the participants.	E	
Ability to follow routines, carry out set plans, record and monitor information accurately.	The ability to accurately record information to evidence people's involvement, the support they need and their level of engagement.	E	
	Understanding when to pass information onto others for the benefit and safety of those we support.	E	
Basic literacy and numeracy.		E	
Practical knowledge of ICT systems.	Microsoft Office 365	E	
Able to maintain accurate records as and when required.		E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		E	
GCSE level qualifications or equivalent experience	Educated to English GCSE Level C or above NVQ level 2 in care or similar		D
			D
Full UK Driving Licence		E	
All post holders must have the ability to meet the travel requirements of the role and have a full UK driving license.	A car driver is essential as is a UK driving licence	E	
Other Requirements			
<p>The Isle of Wight Council is committed to safeguarding and promoting the welfare of vulnerable children and adults and operates stringent recruitment practices. All employees are expected to familiarise themselves with the Council's Safeguarding Policies and all other relevant policies so our staff can work safely, professionally and competently at all times.</p> <p>The Isle of Wight Council has a duty to protect employees from harm as far as is reasonably practicable and all employees have a duty to protect themselves and others from harm. All employees are expected to familiarise themselves with the Council's Health & Safety Policies and undertake relevant training to ensure compliance with Health and Safety Requirements.</p> <p>All employees are required to comply with the Council's Data Protection and GDPR Policies. You are responsible for ensuring that any information or data you collect, or input complies with the standards set out in these documents.</p>			
Organisation Structure (optional)			