



Could YOU be our Independent Living Co-ordinator?

We are recruiting a co-ordinator that will lead in the development of a new independent living home and our existing homes – some single, some sharing, but all small homes.

This post is ideal for a person who has worked in supported living services or as a support worker and is looking for their next career step. This post has the benefit of a fully-funded apprenticeship in **Leadership and Management Level 5** which will begin once the probationary period has been successfully completed. There will be protected time-off rota to do the required learning hours.

The right person for this job will have a passion for working with people to help them live their best life. Have a curious and experimental nature and will journey along with people to try new things and explore and figure out what they want in life and put plans in place to help to achieve their potential. You will work in the homes and support the team to follow routines and achieve outcomes. Supported by our experienced Service Manager you will enable people to live an ordinary life in their local community, enable people to access friendships and activities outside of paid support.

4EDEN is a local charity, which provides support services throughout the Eden Valley from our office/opportunities centre based in Penrith. Our services and businesses provide bespoke support for children, young people and adults, who have additional learning needs, learning disabilities and/or neurodiversity (autistic spectrum).

We believe in supporting individuals to access and integrate within their local community and enable people to access the wider community, by assisting individuals with social skills and providing the opportunity to live and experience an ordinary life, as independently as possible.

Skilled and experienced staff, who enable people to meet their individual needs, are at the forefront of our services.

We are currently looking for additional staff to join us and support the delivery of new Independent Living service. There are a number of opportunities available including bank, part-time and full-time hours, Monday – Sunday, 7am – 10pm. Sleep positions also available, which are paid at additional rates.

What do we offer?

Independent Living

4Eden believes that support at home should be just that. We enable people to live in a home of their choice, with people who they choose to live with. We support the person within their assessed level of need, developing independent living skills to enable people to achieve their goals, explore opportunities, increase independence and reach their potential. An ordinary everyday life, part of their local community, having the same desires to live independently as you or I do.

Day Opportunities

4Eden provides a range of group and individual activities based within designated buildings and using local community resources. The aim of these is to support and promote independence, social and employable skills. People will be supported to work towards individual and group outcomes.

- Grow It / Bake It / UDo It – (GBU)
- Bake 4Eden – our own bakery. On the job training
- Café 4Eden – Our own café. Open to the public
- Fix It 4Eden – Our gardening & DIY service
- Brew 4Eden – In Planning

Adult Services

- 1:1 / 2:1 support to meet identified needs
- Working towards goals, independence and potential

Children's Services

We provide a variety of services to children aged 0 – 19.

- Children's outreach
- Short breaks for 8-19 year olds
- Holidays
- Respite support
- Kids clubs / Kids camps

The role:

- Responsible for the day-to-day-operational running, assessment and delivery of Independent Living services, operating within a culture of continuous service improvement and safety to ensure professional standards and best practice are embedded throughout the team.
- To lead on the set-up of a new service, and oversee current services.
- This position will provide clear guidance, direction, training and effective administration of the team's resources.

- To promote the values of independence, rights, choice and inclusion
- To promote the image, reputation and objects of 4Eden at all times.
- To train in Leadership and Management Level 5 as part of career development and CPD (after successful completion of probationary period) employer funded.

Responsibilities:

1. Ensure that the team operate in a collaborative and constructive manner maintaining and promoting person centered outcomes.
2. Take an active lead part in the delivery of services, induct new employees and monitor their performance.
3. Ensure the service provisions are respectful and in-line with the preferences and requirements of the people.
4. Ensure that the fundamental standards of care regulated by CQC (Care Quality Commission – the regulator of care services under which we are registered to deliver personal care to people in their own homes) are met. Raising any concerns to the Registered Manager.
5. To take part in the on-call rota delivery.
6. Together with the Service Manager and Registered Manager promote high quality practice in the delivery of services through monitoring, planning and evaluation negotiating and agreeing service objectives, performance standards and indicators.
7. Have full knowledge of the people supported and ensure that care plans, support plans and risk assessments are current, updated and communicated to all staff in the support team.
8. Ensure medication is correctly stored and administered as per the persons' wishes and that correct rotation and ordering is in place.
9. Match staff, taking into account personal preferences of people.
10. To work with parents and families to create the 'best life' and reach personal potential. Ensure that the service is responsive to changing needs.
11. Conduct audits (house / finance / files / medication / cleaning / general routine & maintenance) and action outcomes.
12. Provide information to the Landlords on behalf of the tenants as and when required and collaborate with housing providers to ensure that the accommodation and physical environment is kept to a high standard as per the service level specification/tenancy agreements.
13. Undertake supervisions with staff team as required.
14. Hold regular team meetings (minimum 6 per annum) creating agendas and leading the meeting – taking forward agreed actions
15. Establish and maintain excellent working relationships with colleagues, and external professional involved in the care and treatment of people.
16. Create support tools, individualised for each person's needs, implement and observe, monitor, record and report.

17. Undertake reviews and attend meetings where required.
18. To be aware of all and operate under organisational policies and procedures.
19. To ensure that the service provided by staff is in accordance with 4Eden policies and procedures.
20. Identify own training needs and accept supervision and guidance from senior colleagues.

Knowledge	How assessed	Essential	Desirable
Understanding of learning disability and neurodiversity	Application and interview	✓	
Understanding of people basic rights	Application & interview	✓	
Knowledge and understanding of CQC standards	Application & interview	✓	
Awareness of Safeguarding and the importance of protection	Application & interview	✓	
Experience of supervising and being a role model and	Application, & interview		✓
Understanding of importance confidentiality, equal opportunities and anti-discriminatory practise	Application & interview	✓	

Skills	How assessed	Essential	Desirable
Ability to effectively communicate and active listening	Application & interview	✓	
Working knowledge of computer/IT skills and computer applications/programmes, record systems	Application	✓	
Excellent written and communication skills and the ability to remain calm and professional	Application & interview	✓	
A current full driving licence and use of a car to enable you to travel to place of work	Application	✓	
Business insurance is desirable to enable you to support people to activities and appointments in your own vehicle.	Application	✓	

Personal Qualities	How assessed	Essential	Desirable
Positive outlook	Interview	✓	

Passionate about positive promotion	Application & interview	✓	
A commitment to equal opportunities and anti discriminatory practise	Application & interview	✓	
A warm, person centre person with respectful approach to people with additional learning and support needs	Interview	✓	
Willingness to work flexibly to meet the needs of the services	Application & interview	✓	

Education	Essential	Desirable
A qualification in Health & Social Care		✓
The Care Certificate		✓
Certificated training		✓
Transferable skills		✓

The Benefits:

- ❖ Enrolment into our **workplace pension scheme** into which 4EDEN contributes 3% of your salary if you meet our qualifying criteria.
- ❖ Enrolment into an **employer paid** healthcare scheme that allows you to claim money towards the cost of dental, optical and other medical expenses and additional benefits for your well-being. With the option to add partner's and free children's cover.
- ❖ Your Birthday off every year
- ❖ NLW payments for each hour of sleep over duty, paid in addition to your salary.
- ❖ Paid travel time between duties
- ❖ Mileage payments when travelling between duties
- ❖ **Every other weekend off**
- ❖ The Care Certificate qualification Qualifications and Credit Framework (QCF) training **employer paid**
- ❖ Your wages BACS into your bank account 3 working days before the end of every month
- ❖ Employee of the month – lucky dip treat
- ❖ Introduce a friend scheme – £100 for you & £100 for your friend (subject to Terms and conditions)
- ❖ Your wages BACS into your bank account 3 working days before the end of every month
- ❖ Ongoing investment in your personal development and training to help you to achieve your career goals. This includes certified professional training CPD, apprenticeships and career progression.

Hours: We offer an annualised contract – this is an annual amount of hours - 1,976 worked flexible over 12 months.

This averages at 38 hours per week, due to the flexible nature some weeks maybe more, some less. It is expected that you will have regular contact with people and do at least 3 shifts per week on rota over a 7 day period.

Contract: Permanent/full time

You are paid 1/12 of your salary monthly so that you always have an income to be relied upon. Over hours can be taken as TOIL or if approved additional payment. Hours are worked to the needs of the business.

Annual leave is also calculated in hours, giving you the freedom to choose what hours you wish to be paid for the time off you choose.

The salary for the probation period (6 months): £25,000.00
(If you cover sleep over duties, these will be paid in addition to the annual salary, these are currently NLW per hour; not a sleep over rate)

After probation:

On completion of the Leadership & Management Level 5 award there will be a salary uplift applied.

If you already hold this award, please contact Jacqui Taylor for the applicable salary.

For further information or casual chat – give Angela a call.

We can arrange for you to pop in and meet some of the people and staff, making things as informal as possible, so you get to see how we do things here at 4EDEN. You can then collect an application form and we will start the formal process, which will include an interview.

