

Job Description and Person Specification – House Coordinator (Michael’s Aykre)

Job Title: House Coordinator

Location: Pennyland House (Name TBC)

Job Purpose

To manage and coordinate the daily operations of a new supported living house within Camphill Milton Keynes (MK), ensuring high-quality care and support for residents with learning disabilities, autism, dementia, and physical disabilities. The House Coordinator will play a pivotal role in developing the new service, the first of a larger accessible build programme.

Key Responsibilities

1. Operational Management

- Oversee the day-to-day running of the house, ensuring a safe, supportive, and homely environment.
- Implement and adhere to all organisational policies, procedures, and regulatory requirements.
- Coordinate with maintenance teams to ensure the building and equipment are well-maintained.

2. Resident Care

- Develop, implement, and review personalised care plans for each resident.
- Support the Development Manager to assess, admit and support new residents, and ensure new packages of care are successful.
- Support residents in daily activities, promoting independence and enhancing quality of life.
- Monitor and address the evolving needs of residents, particularly those approaching older age.
- Develop effective systems for advanced care planning and End of Life care.

3. Staff Leadership

- Recruit, train, and supervise a team of support staff.

- Provide ongoing leadership, guidance, and performance evaluations.
- Foster a collaborative and positive work environment.

4. Service Development

- Participate in the development and implementation of new services tailored to residents with complex needs.
- Collaborate with other care providers and service users to share best practices and innovative approaches.

5. Communication & Liaison

- Maintain open and effective communication with residents, families, staff, and external stakeholders.
- Liaise with clinical professionals, including healthcare providers, therapists, and social workers.
- Represent the house in meetings, conferences, and community events.

6. Compliance & Quality Assurance

- Ensure compliance with all health and safety regulations and care standards.
- Conduct regular audits and implement quality improvement initiatives.
- Keep accurate records and documentation as required by law and organisational policy.

7. Financial Management

- Manage the house budget effectively, controlling expenses and optimising resource allocation.
- Oversee billing, invoicing, and financial reporting related to house operations and individual resident's finances.

8. Emergency Response

- Develop and implement emergency response plans.
- Train staff on emergency procedures and ensure readiness for potential crises.

Person Specification

Essential Qualifications & Experience

- Minimum of 2 years' management experience in a similar role within a care or residential setting.
- Proven experience working with individuals with learning disabilities, autism, dementia, and physical disabilities.
- Experience in developing and implementing new services.
- Valid driving licence and willingness to drive as part of the role.

Desirable Qualifications & Experience

- Relevant professional qualifications in Health and Social Care (e.g., NVQ Level 5 or equivalent). You will be required to commit to undertaking these qualifications upon commencement of the role if not already possessed.
- Training in dementia care and physical disability support, including palliative and End of Life care.
- Experience with hoist mechanisms and accessible facilities, and knowledge of accessibility adaptations.
- First Aid and Safeguarding certifications.

Skills & Abilities

- **Communication Skills:** Excellent verbal and written communication skills; ability to interact effectively with residents, families, staff, and professionals.
- **Leadership Skills:** Strong leadership and team management abilities; capable of motivating and developing staff.
- **Organisational Skills:** Exceptional organisational and time-management skills; ability to prioritise tasks effectively.
- **Interpersonal Skills:** Empathetic and patient; able to build trusting relationships with residents and their families.
- **Problem-Solving Skills:** Proactive approach to identifying issues and implementing solutions.
- **Technical Skills:** Proficient in using care management software and basic IT applications.

Personal Attributes

- **Compassionate:** Deep commitment to providing high-quality, person-centred care. Committed to the values of Camphill MK and our mission and vision.

- **Adaptable:** Flexible and able to adjust to the changing needs of residents and the organisation.
 - **Integrity:** High ethical standards and professionalism.
 - **Resilient:** Ability to handle stressful situations calmly and effectively.
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Additional Requirements

- **Background Checks:** Subject to enhanced DBS check and satisfactory references.
- **Availability:** Willingness to work flexible hours, including evenings and weekends as necessary. There are additional on-call duties associated with his role.
- **Physical Ability:** Capable of performing duties that may require physical effort, such as assisting with mobility.