

Kent County Council

Job Description: *East Kent / West Kent Co-ordinator*
- Kent Enablement & Prevention Service

Directorate: Adult Social Care and Health
Unit/Section: In House Provision
Grade: KR9
Responsible to: KEPS Services Manager

Purpose of the Job:

Responsible for the day to day management of the Kent Enablement & Prevention Service (KEPS). To co-ordinate the resources and work collaboratively to ensure the service consistently achieves the identified outcomes in accordance with the Business Plan.

Responsible for improving outcomes for children, young people and their families or Carers. Providing time limited outcome focused support which will enable and assist individuals to continue to care for their child or young person within the family environment. Provide personalised support to young people and their families as they prepare to become adults.

Main duties and responsibilities:

- Contribute to the budgeting forecasting process for the service. Ensure effective use of resources in line with agreed Service requirements and advise the KEPS Services Manager of any concerns where management action may be required.
- Ensure efficient and effective monitoring and control systems are maintained in accordance with Financial/Human Resources and Health and Safety Directorate regulations. Provide regular reports as identified by the KEPS Services Manager
- Ensure all staff have regular supervision where they can have regular Good conversations and receive support. Work with the Services Manager and HR to address performance or attendance concerns if required.
- Manage supervision, motivation, recruitment, training and development of staff to provide an effective staff group capable of meeting the changing needs of service users.
- Develop and implement quality control mechanisms in order to monitor standards and practice, ensure client feedback and that service delivery is effective and consistent with the business plan.

- Develop effective partnership working to support the identified needs of children, young people and their families within the KEPS procedural framework.
- Promote a customer friendly atmosphere in the service and strengthen and develop links with colleagues and community-based agencies to maximise co-operation to the benefit of the service users.
- Identify and action any safeguarding and welfare issues in line with KCC policy and procedures to ensure that the child / young person's rights and freedoms are protected, and that quality and standards of services provided are maintained.
- With guidance from the Services Manager, undertake informal/formal investigations of complaints in accordance with agreed procedures to ensure accurate recording of concerns, and action is taken to resolve issues or misunderstandings.
- Ensure that there is a safe working environment for all staff and service users in accordance with Directorate Health and Safety policies and procedures and national legislation. To monitor the effective and appropriate use of 'Sky Guard' personal safety devices; provide 'Out of Hours' support (Buddy System) for FEW home visits as required and to monitor and complete risk assessments to promote safe practice.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *East Kent / West Kent Co-ordinator* *- Kent Enablement & Prevention Service*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be short listed.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Level 4 qualification in childcare or equivalent</p> <p>Management qualification (Level 4 Diploma or equivalent) or currently studying towards / a commitment to undertake</p> <p>Completed Kent Manager or undertake completion within 2 years</p> <p>PBS or ABA Qualification MSc or PDip</p>
EXPERIENCE	<p>Provision of youth justice services to children, young people or adults that require early intervention – experience is preferable</p> <p>Provision of Positive Behaviour Support Services and interventions</p> <p>Assessing, evaluating and identifying functions of behaviours in order to devise and implement Positive Behavioural Support Plans.</p> <p>Staff supervision and management – experience is required</p> <p>Managing budgets and forecasting</p>
SKILLS AND ABILITIES	<p>Good negotiating and inter-personal skills</p> <p>Good communication and IT skills</p> <p>Leadership and team building skills</p> <p>Good organisation and administrative skills</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p> <p>Ability to operate a 'Customer Care' culture</p> <p>Report writing</p> <p>Ability to contribute to business plan</p>
KNOWLEDGE	<p>Knowledge of Health and Safety legislation and its application in the work place</p> <p>Knowledge of all relevant legislation e.g. Children Act 1989;2004, Working Together 2015; Children & Families Act 2014; Mental</p>

	<p>Capacity Act 2005</p> <p>Awareness Procedures/ Policy in relation to Human Resources, Health and Safety and Finance</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working</p> <p>Awareness of Information Governance, Data Protection and confidentiality issues</p> <p>Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</p>
<p>BEHAVIOURS AND KENT VALUES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make