

Kent County Council

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

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

Purpose of the Job:

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

Be responsible for improving outcomes for children by undertaking time-limited, outcomes-focused work with children, young people and their families to support them to continue to care for their child or young person within the family. Promoting change in families and support young people as they prepare to become adults and in their early adult life.

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.
- Maintain efficient and effective monitoring and control systems for the service in accordance with Financial/Human Resources and Health and Safety Directorate regulations and provide regular reports as identified by the KEPS Services Manager
- To jointly supervise and manage the team of Family Enablement Workers to ensure the delivery of services are in accordance with service requirements. Ensure that all staff have regular supervision and complete personal action and development plans which will be assessed through the TCP Process. To 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.
- To 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 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.

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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 III qualification in childcare or equivalent</p> <p>Management qualification (Level V Diploma or equivalent) or currently studying towards a commitment to undertake</p> <p>Completed Kent Manager or undertake completion within 2 years</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 – experience is preferable</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 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>
VALUES	<p>Open</p> <ul style="list-style-type: none"> •Act with integrity, honesty and transparency •Demonstrate healthy attitude to risk •Work in new ways •Treat people fairly and with respect <p>Invite contribution and challenge</p> <ul style="list-style-type: none"> •Work collaboratively to find new solutions •Put the interests and wellbeing of customers first •Be open to challenge •Actively encourage and expect contribution <p>Accountable</p> <ul style="list-style-type: none"> •Take personal and professional responsibility for your actions and performance •Look for ways to save money •Focused on outcomes