



Great Support, Great Lives

Coordinator Dunfermline – 39 hours per week
Coordinator Rosyth – 39 hours per week
Salary £29,406 – £31,601 (Qualification Bar at £30,579) Per Annum
Additional payment when On-Call

About Us

Kingdom Support & Care provide high quality and personalised support and care designed to meet individual needs and desired outcomes. We provide support to individuals in the community, including those with: learning disabilities, autistic spectrum disorder, complex needs, mental health issues, physical disabilities, substance misuse and alcohol related brain injuries as well as age related needs. The Rosyth service has also started to deliver care at home services to children and young people, this is an exciting and new development for us and continues to grow.

About the Roles

This is an exciting opportunity for an experienced Support and Care Coordinator to join our team and to play a key role in providing a care at home service to adults and children in the West Fife areas.

You will be responsible for the day-to-day management of a range of services, including 24 hour support services as well as visiting support, provided to people with a range of needs, including people with Learning Disability, age related conditions and Mental Health issues. We have a strong focus on outcomes and supporting people to lead the lives they want and to achieve things they want in life

You will be the link between the staff teams, supported individuals, Social Work and health professionals and will ensure a high quality of care and support. Resilience, confidence and communication skills are key.

You will assist in meeting Care Inspection and SSSC standards, contribute to growth and development of the service and assist in the recruitment, induction and training of staff. Sound knowledge of the National Care Standards is essential. You will also assist in developing professional working relationships with families and multi-disciplinary teams.

About You

We are looking for passionate, enthusiastic and dedicated candidates who are solutions focused and are capable of balancing a number of conflicting priorities whilst remaining professional and delivering the highest quality of support.

If you have a minimum of 5 years experience in the Care and Support field, and a minimum of 2 years experience of supervising staff and hold an SVQ 3 or above qualification in Care or a related field, in line with the SSSC registration criteria this could be an opportunity for you! You will have skills and experience in using various IT packages.

You will be required to be flexible and participate in our 24 hour management On-Call system, with an additional payment for each On-Call week worked. On calls are on a rotational basis shared between all Coordinators where each person covers one week on call at a time.

The Benefits

- Competitive pay
- Full funding and support towards an SVQ qualification in Care

- Generous annual leave entitlement
- Enhanced entitlements for other types of leave
- A free, confidential employee counselling service
- Discounted gym membership

A current driving licence, business insurance and the use of a car for work purposes are essential.

The posts are subject to a PVG Disclosure check. The cost of membership is borne by you.

The successful candidate will be required to register with the SSSC and complete an SVQ 4 / Leadership and Management Award / PDA supervision within 2 years of starting employment.

To apply online log onto our website <http://www.kingdomhousing.org.uk/jobs/home/kingdom-support-care/>
The closing date for applications is on **Monday, 19 October 2020**.

Registered in Scotland: SC545491