

<b>Department:</b>	<b>Public Health</b>
<b>Job Title:</b>	Local Area Coordinator
<b>Grade:</b>	9
<b>Post Number:</b>	
<b>Service/Section:</b>	Public Health
<b>Base/Location:</b>	To be agreed
<b>Responsible To:</b>	Local Area Coordination Manager
<b>Responsible For:</b>	N/A
<b>Key Relationships/ Liaison with:</b>	Leicestershire's citizens and communities; statutory partners including NHS, District/Borough Councils and Police; relevant community based organisations, agencies and services

<b>Job Purpose</b>	
	<ul style="list-style-type: none"> <li>• To support the implementation of Local Area Coordination in Leicestershire</li> <li>• To promote the LAC principles, which support individuals (of all ages) and families, particularly those with disabilities (learning, sensory and physical), mental health issues and frail older people to determine and pursue a 'good life'</li> <li>• To provide high quality, flexible and innovative support to help individuals to achieve an optimum quality of life</li> <li>• To help individuals to achieve their goals, by identifying their strengths and assets and utilising the support of families, community networks and resources</li> <li>• To develop community capacity, cohesion and resilience within localities</li> </ul>

<b>Main Duties and Responsibilities</b>	
<b>1.</b>	To work with individuals, their families and their local communities in order to identify the individual's aspirations and the support they require in order to achieve a good quality of life.
<b>2.</b>	To build and maintain effective working relationships with approx. 50-65 individuals who may be experiencing challenging situations / circumstances.
<b>3.</b>	To support people who may be vulnerable (e.g. due to age related frailty, disability or health conditions) to lead fulfilling lives by developing a range of strong relationships and networks of community support, including by involving and working with families and carers.

4.	To apply the principles of Local Area Coordination when working across communities, using asset based approaches to help, motivate and encourage behaviour change that will lead to a positive difference to people's lives.
5.	To promote independence, inclusion and participation, in order to enable individuals to achieve a good life within their local communities.
6.	To identify and understand the individual's strengths and challenges in order to facilitate 'asset first, service last' solutions which provide positive outcomes.
7.	To promote self advocacy and provide advocacy support/access to independent advocacy as required.
8.	To develop an understanding of appropriate sources of local support, including (as a last resort) the process for referring into services.
9.	To develop and maintain good knowledge of local community assets (including, people, resources and facilities), along with any gaps and development opportunities.
10.	To maintain effective communication with a variety of services and agencies and to gather information about the full range of opportunities available, in order to support the individual to make well informed choices about their future.
11.	To regularly monitor and jointly review the progress of individuals towards their goals at the start, during and on exit from involvement using agreed methods of measuring outcomes
12.	To identify potential safeguarding, mental capacity and other high risk or crisis situations where a person's safety or liberty may be at risk, referring promptly and appropriately as necessary, and ensuring any risks to staff and the Council are well managed.
13.	To keep accurate and relevant records, including the use of information systems and ensure data protection procedures are adhered to.
14.	To provide timely reports to the LAC Manager, the LAC Leadership Group and any other relevant meetings/boards.
15.	To participate in staff supervision, development and training and attend team meetings.
16.	To be able to demonstrate the flexibility to work from any relevant base/site as and when required
17.	To undertake other such duties as are within the scope of the job purpose, the title of the job and its grading

## Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Date Prepared/Revised: January 2015**

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	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b><u>Qualifications</u></b>			
NVQ Level 4 Qualification or equivalent	✓		Doc/Int
<b>Or</b>			
Demonstrable experience identified within the section below	✓		Ref/Int
<b><u>Experience</u></b>			
Relevant experience (paid or voluntary) of working with individuals and communities, e.g. in a community development context	✓		App/Int
Skills and experience in influencing, managing and supporting change at the individual, family, community and systems level	✓		Test/Int
Experience of working with individuals who may be experiencing challenging issues/ circumstances in a sensitive and professional manner, including being able to diffuse difficult situations.	✓		Test/Int
Capable of working autonomously, analysing problems and reaching creative solutions	✓		App/Int
Understanding and practical experience of advocacy/self advocacy	✓		App/Int
Experience of working effectively and collaboratively in partnership with other agencies, including voluntary and community sector organisations	✓		App/Int
Experience of supporting people to plan for the future		✓	App/Int

Training in motivational interviewing or solution focussed approaches		✓	App/Test
<b><u>Knowledge</u></b>			
Understanding of the needs and aspirations of vulnerable people (e.g. due to age related frailty, disability or health conditions)	✓		App/Int
Knowledge of principles such as person centred planning, asset based community development (ABCD) and social inclusion	✓		App/Int
Knowledge of how community based services and resources are developed		✓	Test/Int
Knowledge of Safeguarding / Child Protection legislation, processes and practices	✓		App/Int
Understanding of working with individuals to develop positive risk management strategies		✓	App/Int
<b><u>Skills and Competencies</u></b>			
Excellent communication and negotiation skills, using a range of formats (written, verbal and non-verbal)	✓		Test/Int
Ability to build and nurture relationships and partnerships with a wide variety of people at both a personal and community level	✓		App/Tes
Ability to motivate individuals to help them develop resilience and independent action	✓		Test/Int
Commitment to preventative approaches that improve outcomes for individuals and communities using a whole systems approach	✓		App/Int
Able to constructively challenge any processes or practices which are barriers to delivery/implementation of the LAC model		✓	App/Int
Ability to work on own initiative, and be flexible as part of contributing to a team	✓		App/Int
Ability to use outcome monitoring tools to produce accurate data		✓	App/Int
Excellent IT skills including word processing, spreadsheets, databases and Powerpoint	✓		App/Test

Good administrative and organisational skills	✓		App/Int
<b><u>Other Requirements</u></b>			
Positive values and assumptions about working with individuals, families and communities, particularly those facing challenging circumstances/situations	✓		Test/Int
A commitment to enhancing the lives and social inclusion of vulnerable people	✓		App/Int
Sufficient mobility to work from different bases/locations around the County where necessary	✓		App/Int
Ability to work flexibly, including outside of normal office hours, evenings and weekends	✓		App/Int
An understanding of the need to respect confidentiality at all times	✓		Test/Int
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Test
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

<b>Key:</b> <b>App = Application Form</b> <b>Test = Test</b> <b>Int = Interview</b>	<b>Pre = Presentation</b> <b>Med = Medical Questionnaire</b> <b>Dc = Documentary Evidence (E.g., Certificates)</b>
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**Date Prepared/Revised:**