

Job Description

Bank Take Home & Settle Coordinator

Responsible to: Senior Take Home & Settle Coordinator

Hours: Bank as and when required covering sickness and annual leave

Location: St Richards Hospital Chichester, Bognor War Memorial

Main purpose of job:

To support Senior TH&S Coordinator to develop and shape AUKWSBH Take Home and Settle Services working with the Head of Independent Living. To provide vulnerable people with the support they need to return home safely and refer into other services for ongoing support.

Main duties:

Service Delivery

1. Promote the service throughout the hospital ensuring AUKWSBH meet contracted targets.
2. Take referrals from Hospital staff and:
 - Ensure it is appropriate and safe for the person to be taken home.
 - Obtain sign off for the discharge/journey home from the appropriate hospital team.
 - Make sure the person is happy to go home and then take them.
 - Provide any practical support required eg make a hot drink and snack, check they have necessary food items for the next couple of days, they are safe and warm with appropriate support in place.
 - Position equipment brought from the hospital.
 - Carry out a visual health and safety check to identify immediate risks and minimize them with the client's consent.
 - If appropriate refer the client to the Home from Hospital service for ongoing volunteer support or other appropriate organizations.

Key contacts and relationships

1. Developing and maintaining relationships within hospitals are key to the success of this role.
2. Within AUKWSBH you will work closely with Senior TH&S Coordinator and Head of Independent Living to remain up to date on all other services provided to ensure all TH&S coordinators are well informed.

Equal opportunities

Age UK West Sussex, Brighton and Hove is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Scope of job description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

Person Specification –Take Home & Settle coordinator:

Essential	Desirable
Excellent communication skills: - ability to manage and motivate people towards achieving defined outcomes	Understanding of the voluntary and community sector and inter-agency working.
An understanding of, and interest in older people, their situations and the opportunities they may want and/or need	Have experience of working in the community
Be able to maintain accurate records and produce appropriate monitoring data as required	Have experience of working with older or vulnerable people
High level of Competency in administrative ability and IT skills including using main Microsoft packages as well as experience with project frameworks and systems	
Ability to work as a team and alone when necessary using own initiative.	
Have a good understanding of information governance and consent process	
Understands the adult social care environment and how we can best add value	
Ability to provide and assimilate information to people with diverse support needs.	
Have a flexible approach to work	

Full driving license and use of car. Willing to take clients in your car	
Effective organisational skills including information, resources and time management including planning and prioritizing workload.	
Understanding of and adherence to organisational Code of Conduct, supporting positive change across the charity	