

JOB DESCRIPTION

Job title: ***House Coordinator***

Place of work: Beannachar Camphill Community, Banchory-
Devenick, Aberdeen AB12 5YL

Responsible to: Beannachar Management Group

Responsible for: All Co-Workers in the House

Main Purpose of Job: to be the main person responsible for managing a House Community at Beannachar. This involves direct and one-to-one involvement with students in the house, overseeing the work of all Co-workers, and working with parents and authorities. The House Coordinator is expected to lead a team in the house and to be a contributing member of the House Coordinators Group.

Main Role Summary: *the House Coordinator will . . .*

- ☐ Be responsible for the welfare and well-being of all living and working in the household.
- ☐ Advise, guide, supervise Co-Workers and set the example of appropriate, professional practice with the students in the house.
- ☐ Coordinate all daily living arrangements in the house and ensure that all aspects of the care provided to the students complies with standards agreed in the community and with best professional care practice.
- ☐ Manage house finances and administer student personal money.
- ☐ Communicate in a timely way all necessary information regarding the students in the house to other relevant staff, parents and authorities as appropriate.
- ☐ Keep up to date all student records and prepare and present Personal Development Plans for each student.
- ☐ Work in a cooperative and constructive way with all other members of staff (Co-Workers) and with other House Coordinators.
- ☐ Be responsible for Medical Administration in the house and all associated record keeping.
- ☐ Maintain a clean, safe and warm and friendly environment in the house at all times.
- ☐ Attend all relevant meetings as required and attend all community events as a full and contributing member of the Beannachar Community.
- ☐ Represent Beannachar in a professional manner to all parties internal and external.
- ☐ Ensure that Beannachar's Health and Safety Policies and Procedures are adhered to at all times.

Indicative Task Summary: *the House Coordinator will...*

- ☐ Take stock and order food and household items accordingly.
- ☐ Ensure that meals are prepared and presented in a healthy, balanced and nutritious way and that any dietary needs are met. The House Coordinator is expected to share in cooking duties.
- ☐ Follow Fire Safety Procedures and keep up to date records including for 3 monthly fire drills.
- ☐ Organise recreational and leisure time activities on behalf of the students according to their needs and interests.
- ☐ Ensure that any and all necessary Trainings are undertaken by all Co-workers in the house.
- ☐ Do weekly stock taking on medicines and re-order supplies in advance.
- ☐ Fill-in for any illness among co-workers in the house.
- ☐ Communicate by whatever means appropriate any essential information about students in the house to other staff and co-workers at Beannachar (e-mail, direct communication, or announcements in meetings).
- ☐ Create and support and supervise all necessary rotas in the house, e.g. cooking, cleaning, house-keeping etc.
- ☐ Coordinate and run a weekly 'Team Meeting' with member of the house team in order to discuss all relevant issues regarding the students, life and work at Beannachar, or answer questions and concerns from Co-workers.
- ☐ Organise and run a weekly 'Student Meeting' with the students in the house to discuss the weekly programme, prepare for upcoming events, promote choice and independence and engage the students in group activity.
- ☐ Organise and lead outings with the house community, preparing necessary risk assessments and outing plans.
- ☐ Accompany students to medical/dental appointments as required.
- ☐ Perform any other tasks and duties which may, from time to time, be necessary to fulfil the role of House Coordinator and further the objectives of Beannachar Camphill Community.

PERSON SPECIFICATION

HOUSE COORDINATOR

Essential:

- ☐ 3 to 5 years minimum working experience with vulnerable people in a social care setting in a responsible role.
- ☐ Experience of Team Working and holding responsibility for a Team.
- ☐ Knowledge of Camphill organisations/Life-Sharing and Intentional communities. A personal alignment with the ethos and values of such communities.
- ☐ Be working towards an SVQ level 4 in Care Management or equivalent qualification.

Desirable:

- ☐ Direct experience of working in a Camphill or similar organisation.
- ☐ Experience working with young adults with learning disabilities.
- ☐ Hold an SVQ level 4 in Care Management or equivalent qualification (BA Social Pedagogy, Social Work etc.)

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Hours of Work: Flexible by arrangement—40 hours per week.

Annual Leave Entitlement: 32 days inclusive (refer to Terms and Conditions for required leave periods).

Pay: £21,428 per annum/£412.08 per week for 40 hour week. Reviewed annually and at the discretion of Beannachar Camphill Community.