



JOB DESCRIPTION

Job Title	Somerset Supporter Co-ordinator		
Directorate	Children & Families		
Reporting to	Senior Family Support Worker		
Grade	13		
Evaluation ref:	AG1111	Job Family ref:	
Role Purpose			
<p>Will work in partnership with children young people and families and other professionals to identify effective individualised support packages to meet the assessed needs of the child or young person.</p> <p>Will have a working relationship with a wide range of agencies and professionals.</p> <p>Positive relationships will be fostered throughout to work together to meet the needs of disabled children and young people and their families.</p>			
Accountabilities			
<p>Provide a support network for Somerset Supporters in one of four areas within Somerset.</p> <p>Advertise, recruit and retain new Somerset supporters.</p> <p>Supervise the work of Supporters on a day to day basis, e.g. support their work and resolve routine problems.</p> <p>Provide induction, professional guidance and ongoing line management of Supporters.</p> <p>Manage a case load, complete early support assessments and early support plans.</p> <p>Provide relevant signposting, advice, support and complete further referrals to ensure that the needs of the child and their family are met.</p> <p>Complete regular reviews of the agreed support packages put in place for the child/young person and their family.</p> <p>Match children with a Somerset supporter, where this has been identified by the Somerset Supporter Co-ordinator and agreed as a need.</p> <p>Facilitate the matching of a Somerset supporter to a child where any worker in the CWD service has identified this as a need.</p> <p>Facilitate a family request for a direct payment package of support with an individual child.</p>			

JOB DESCRIPTION

Maintain procedures considered to be important to the health, safety and welfare of the child or young person and to adhere to the agreed county policy and practice in these areas.

Participate in appropriate training as required, assist in the delivery of training programmes for Somerset Supporters and advise on programme content.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Knowledge of a caring or supportive role	X	
Awareness and understanding of rights of users and carers and the principles embodied within the Code of Practice for Social Care Workers.		X
Have knowledge of external resources, data, and community services to support children and their families.	X	
Experience		
Experience in caring or supportive role – not necessarily in paid employment.	X	
Experience of working with children and young people.	X	
Experience of working with disabled children and young people.		X
Some experience in a supportive role, for example: within community, hospice, charity – not necessarily paid employment.		X
Able to promote equality, diversity and the interests of service users and carers.	X	
Able to develop professional relationships with a range of clients and colleagues.	X	
Qualifications / Registrations / Certifications		

JOB DESCRIPTION

Literate and numerate to GCSE level A-C/Level 4 or equivalent.	X	
NVQ Level 3 in Social care or relevant qualification/experience.		X
Skills		
• Good standard of literacy or numeracy skills.	X	
Clear, legible handwriting for records and files.	X	
Ability to adapt to changing priorities.	X	
Advanced communication skills, including the ability to influence, negotiate and problem solve.	X	
• Ability to promote and safeguard the welfare of the children and young people.	X	
Ability to provide advice and guidance in IT skills to enable effective input, manipulation and retrieval of data and information.	X	
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)	X	
An excellent telephone manner and good listening and assessment skills.	X	
Working Conditions		
Dimensions of the role		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers		

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both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: