**SDS Options (Fife)**

**Disabled Persons Housing Service (Fife)**

**Job Description**

**JOB TITLE: Self Directed Support**

**Community Co-ordinator (Part-Time)**

**HOURS & GRADE: 17.5 hours/week (Pro rata)**

**£11.18 - £12.79 per hour**

**SJC Salary Scale Point 36-46**

**£19766-£22825 (Full time@34 hour)**

**Probationary term to 31 March 2019**

**Then to 31 March 2021**

**(subject to yearly funding approval)**

**RESPONSIBLE TO: SDS Co-ordinator**

**DPHS (Fife) Chairperson &**

**Board of Directors**

**Scottish Government funding reps**

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Outcomes of the programme

* People and carers are better prepared, confident to engage and contribute meaningfully to social care assessments and reviews
* People and their carers feel more informed, listened to, less stressed
* People and carers can creatively and flexibly plan to achieve personal outcomes including accessing community assets.
* People and carers have increased skills so are better able to manage social care packages.
* People and their carers have increased knowledge and understanding of self-directed support principles and options for social care.
* Strategic engagement with local context, sharing learning and relationship building

Outcomes of the post

* People feel better connected and part of a community
* People can access relevant information
* People feel their experience is valued
* People feel more able and skilled to practise independent living
* People feel that their perspectives can help others
* People can share their learning
* People feel more confident in navigating the social care system and in contributing to transforming the system to better serve disabled people

Purpose of the post

To assist the SDS Options (Fife) Co-ordinator, staff group and Board in ensuring that the SDS Project carries out its operations in accordance with its aims and objectives as agreed by the funding bodies, with particular attention to the community of people who are, or will be, accessing SDS (the SDS Community).

To co-ordinate and facilitate ways that ensure individuals, their families, carers and organisations associated with them, share their learning, skills and knowledge with each other within a variety of co-created opportunities and contexts.

Objectives

Build positive relationships with all those who are, or may be, part of the SDS Community through face-face and remote contact.

Show how people’s experience of SDS is valuable by capturing their stories, discovering with them what they have learnt and what would have helped.

Bring people into contact with each other to share their experiences and learning

Use a variety of media formats: bulletins, social media, videos etc to inform and maintain the SDS Community

Seek opportunities to connect members of the SDS community with opportunities that might help them realise their personal outcomes

Responsibilities

Maintain and develop existing online methods and formats of communication and connection such as online website, social media and bulletins

Develop and co-create new accessible ways for people in the SDS community to meet.

Assist the SDS community to learn from each other, share their experience, perspectives and exchange knowledge.

Work jointly with team members to help them tell the stories of individuals, families and carers

Link with other representative organisations within the SDS Community

Search for, develop, participate in and invite others to information/awareness events, networking, peer learning, coaching and mentoring opportunities.

* **Strategy and resource development**

Work with the Co-ordinator and others to develop a SDS Community connection strategy that identifies resources requiring development and core team skills

Work with the Co-ordinator and others, as appropriate, to develop resources that meet the needs of the project and contribute to the SDS community’s wider understanding of the SDS process and social care system

* **Recording, Monitoring and Evaluating**

Listen to what the SDS Community is saying

Track activities in so far as they relate to and deliver the outcomes of the post and contribute to the outcomes of the project

Gather up what is being said

Collect qualitative and quantitative data, including costs, on their activities

Share the learning

Contribute to wider evaluations of the project and the organisations purpose

Spread the word

Disseminate, publicise and promote the work of the project

* **Team Member**

Help each other feel good

To participate in and take collective responsibility for the health and wellbeing of all the team

Look to support others with their work

To work flexibly, within reason, to support others and/or at the direction of the SDS co-ordinator

Work well together

To work effectively and efficiently with all SDS and DPHS team members

Learn from each other

To lead, contribute to and/or participate in others learning

Understand what we are all trying to achieve

To work towards an inclusive service that promotes and reflects the values of independent living

Get Involved

To contribute to and participate in team development, external consultations and organisational evaluation and development opportunities

* **Individual Worker**

Want to talk about their work

To expect and fully participate in formal supervision and to work out with the SDS co-ordinator the ways in which you can be informally supported.

Think about how much the work means to them

To reflect on and critically challenge your practice

Like to learn

To understand the need for and contribute to the continuous learning of self and of the organisation.