

FIFE FORUM

JOB DESCRIPTION

Job title & salary range
<p>Local Area Co-ordinators (3 posts) 24 months fixed term.</p> <p>Salary £24,000.00 per annum</p>
The job
<p>This job that is being develop to assist and support individuals in a way that is person-focussed and conversationally driven. Providing information, advice and support to enable them to regain or maintain their independence, reducing the impact on service providers e.g. avoidable emergency admissions to hospital or admission to long term care.</p>
The resource
<p>The Local Area Co-ordinator will have no supervisory responsibility of other staff. In addition, support and guidance will be available through the Fife Forum, Chief Executive Officer.</p> <p>The Local Area Co-ordinator will report to the Fife Forum, Chief Executive Officer and receive supervision on a regular basis. However, the individual will be expected to act autonomously.</p>
The task
<ol style="list-style-type: none">1. Support the development of multi-agency work which strengthens the capacity of local communities to support and assist people. This will involve analysing individual needs, determining community strengths and gaps and finding opportunities to develop alternative services for people living within the community.2. To promote understanding and dialogue about Local Area Co-ordinator(s) and their potential impact on service users, families and communities. Getting to know people and their families in the area. This will be achieved by direct referrals, by referrals from other agencies in particular GP practices, by meeting with families in their homes or local community settings or a regular basis.3. Getting to know the local community, its strengths and gaps. This would be done through direct contact and connections with local groups, enhancing the capacity of the community and voluntary sector to deliver services which can support people to live in the community longer.

4. Linking with voluntary sector organisations to ensure they are connected in to changes and service developments associated with funding organisations e.g. Fife Health & Social Care Partnership.

Qualifications and experience

Educated to relevant professional qualification level or equivalent qualification.

Special Conditions

You must have the ability to attend meetings throughout Fife (driving licence and access to a vehicle are advantageous).

This vacancy is subject to a PVG Membership and confirmation will be required prior to commencement in the post.

Further information

The closing date for this post is Monday 20th February 2017. Please return completed application forms to Fife Forum, Office 1-2 Fraser Buildings, Millie Street, Kirkcaldy KY1 2NL. Email info@fifeforum.org.uk