**Moor Allerton Elderly Care**

**Job Description**

Project Coordinator (Enhance)

Hours 37 hours a week

Salary £24,499 pro rata

Leave 29 days per annum pro rata, plus 8 statutory holidays pro rata

# Responsible to MAECare Trustees through the Manager

Base 57 Cranmer Bank, Moor Allerton, Leeds LS17 5JD

Funded until 30 April 2023

# Purpose of the Job

To provide person centred, holisitic, flexible, one to one support to enable people, mainly older, to live independently in their own homes, in particular following discharge from hospital.

Key Tasks

* To coordinate the follow up of referrals into the project and make a preliminary assessment of needs
* To build relationships with service users that supports their ability to maintain independent living and their quality of life
* To work with service users to support them to achieve their goals.
* To work with service users at risk to ensure their safety
* Work with other statutory and voluntary agencies to identify service users who need extra support.
* With other MAECare staff to identify older people who require additional support.
* To work with the Volunteer Coordinator to identify potential roles and suitable volunteers to match with service users to enable them to live independently
* To develop knowledge of the range of activities and opportunities at MAECare and elsewhere, relevant to the needs of service users
* To provide added support to attend activities e.g. transport
* To signpost or provide information and refer to other agencies as appropriate
* *To act as an advocate for service users and help them access appropriate provision or support from other agencies*
* To keep records, produce reports and assist in service evaluation
* To undertake quarterly monitoring and evaluation as required by the Contract Manager
* Any other appropriate task as required by the Manager or Trustees

### Person Specification

### Experience of

* Working with older people E
* Being a volunteer or working with volunteers E
* Working within a multi-disciplinary team E
* Working in communities D

### Skills and knowledge

Ability to

* Listen to older people and assess their needs E
* Provide motivational support to older people E
* Communicate with a wide variety of people E
* Work independently and as part of a team E
* Keep accurate records and write reports E
* Use computers and databases E
* Awareness of a range of external services and organisations D

### Personal Attributes

* Commitment to equal opportunities and service user involvement E
* Maintain confidentiality and build empathy with older people E
* To have a respectful and non judgemental approach E
* Empowering and enabling approach to working with people E
* Ability to use own initiative E
* Ability to communicate to team members and other professionals E
* Willingness to be as flexible as possible E
* Willing to undertake appropriate training E

A current DBS check will be required