



## Job Vacancies

Date Posted: 21<sup>st</sup> August 2017

### House Co-ordinator

This is a full time position (37.5 hours per week) and includes evening/weekend hours.

The Lantern Community is looking for a House Co-ordinator to join our team here in Ringwood. The applicant will bring experience to the role and have a relevant professional qualification i.e. Level 3 in Health and Social Care or above.

#### The qualities/skills required include:

- The successful candidate will co-ordinate and maintain the smooth running of the house assigned to their post and will work as part of a team reporting to the Registered Manager.
- They will be responsible as part of the team they lead, for maintaining and developing the support and care offered to Companions
- Their role will be to structure and manage the duties within the house environment for Companions (residents) Co-workers and Employees. Line managing the support staff and Co-workers (volunteers) to include supervision and training.
- Maintain the property of a large residential house, working within agreed budgets and co-ordinating the running of the House together with the Registered Manager.
- Carry out activities to encourage the development of the Companion, recording, reviewing progress and liaising with the Companion's circle of support, so that the Companions can fulfil their potential for independence.
- Produce and implement support and care plans by providing one to one support (or shared support) and care for individuals offering a range of services which help promote independence, self-confidence and a positive self-image
- To be open and flexible to support the ethos and values of an intentional community life.

***N.B. Previous applicants for this recruitment need not apply***

**If you are interested and would like more details, please contact**

**Libby Bradshaw: [libbyb@lanterncommunity.org.uk](mailto:libbyb@lanterncommunity.org.uk)**

**Closing Date – Friday 1<sup>st</sup> September 2017**