

Job Description

Post:	Care Compliance Officer
Responsible to:	Senior Manager and Project Manager
Hours:	30 hours per week – Monday to Friday (will consider full time candidate)
Location:	Rugby, Warwickshire

The job description outlines the objectives and duties of the job for which you are applying. You should check that you feel able to undertake the duties of the job before completing the application form.

Circles Network Summary

Circles Network is a UK wide voluntary organisation based in Warwickshire, renowned for building inclusive communities on the foundations of justice, advocacy, empowerment and friendships.

Within the organisation there are four specialist areas these include;

- Circles Equine
- Circles Community
- Circles Advocacy
- Circles Academy.

There are a number of projects within each of these four areas that support people of any age who are isolated or at risk of isolation. Circles Network has ground breaking expertise in the development of Circles of Support, independent and collective advocacy, person-centred planning, Equine Facilitated Learning and inclusion into the mainstream of life. Working in highly creative, entrepreneurial styles, we are dynamic and ever more determined to dream, dare and do.

Project Summary

From the Head Office in Warwickshire, Circles Network delivers projects directly from the Hub and in the community of the Midlands. We provide ongoing support for individuals of all ages as they access therapeutic equine sessions, person centered support or alternative educational provision. We are a small team of dedicated and passionate individuals who are

committed to delivering creative and high quality support to enrich the lives of the individuals we work with, based on the values of inclusion.

Circles Network is committed to Safeguarding and a successful applicant for this post will be required to apply for the Criminal Records Bureau Disclosure at the Enhanced Level.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support.

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.
- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live and be part of the community.
- All people need friendships and independent relationships; a natural support network.
- All means All.

About this Role

This is a supporting role within a small dedicated team, you will be working alongside and reporting directly to the senior manager. We are looking for a highly motivated, conscientious and passionate individual with an eye for detail. You will be working within the Midlands project team supporting the management team to ensure that high quality standards are embedded within the projects' delivery and compliance is carried out to the highest standards in line with GDPR. You will play a key role in the smooth delivery of all the projects as you respond to queries and schedule support.

As the ethos of Circles Network is based on the values of inclusion we are looking for an individual who shares the same beliefs. As a Care Compliance Officer you will be responsible for the compilation of information we hold about each individual to ensure their support is delivered safely and support the management team to review these files as necessary. You will also be responsible for ensuring the team have read and understood new documentation, mandatory team training is refreshed and files are reviewed regularly. Attention to compliance, regulation and efficiency are essential elements of the post.

You will be responsible for the Health and Safety at the Rugby Hub, ensuring the environment is as safe as possible as we support individuals to take risks that are manageable in a positive and proportionate way.

This is an exciting opportunity for a highly organised individual who believes in the ethos of inclusive communities. As you ensure all aspects of compliance are adhered to, as a member of the team you will be contributing to the delivery of projects that provide life changing support to disabled and disadvantaged children, adults and their families.

ESSENTIAL TASKS and RESPONSIBILITIES

- To bring a knowledge of issues of equality and to encourage people to develop their thinking and behavior in line with the social model and full inclusion for all individuals regardless of disability or disadvantage.
- To be responsible for keeping records up to date, ready to share accurate figures to contribute towards quarterly and annual reports.

- To create and maintain records which include details of when files are due for review, e.g. individual files, health, safety and fire precaution, team members' files, ensuring confidentiality at all times, in line with GDPR guidelines.
- To work with the management team to ensure that new recruits and volunteers complete all aspects of their induction and evidence of this is filed securely in line with GDPR.
- To oversee the team completing all daily logs at the end of each support session, ensuring they are completed in a timely manner.
- To be responsible for communicating the release of new documentation such as risk enablements or policies to the team and ensuring that they have been read and understood, reporting any concerns to the management team.
- To complete monthly audits on records, reporting the outcome to the Senior Manager.
- To respond to enquiries, signposting them to the relevant project staff where necessary.
- Scheduling weekly support, liaising with sessional staff and the management team to ensure that support is delivered consistently and appropriately.
- To oversee introductions of participants working to the managers instructions.
- Administration tasks which include responding to emails, telephone calls and minute taking.
- To contribute towards the implementation and review of individuals files, including care plans, risk enablement forms and support plans.
- To complete weekly smoke alarm checks and termly fire drills and annual fire checks.

- To complete weekly health and safety checks of the environment, reporting any concerns to the senior manager – taking actions accordingly.
- Review environmental risk assessments and disseminate to the team.
- To uphold and respect confidentiality and GDPR at all times.

DESIRABLE CRITERIA

- To hold a Level 5 or equivalent in Health and Social Care.
- Knowledge and experience of working within the Health and Social Care sector.
- Experience of working in the voluntary sector.
- Knowledge and experience of CQC and/or OFSTED standards.
- Qualification such as IOSH in Health and Safety.

PERSON SPECIFICATION

The person specification describes the qualities that we will be looking for when selecting an applicant for the post. Use the person specification when you are completing the form to highlight your relevant skills and experience.

- Qualified to degree level or equivalent such as Level 5 in Health and Social Care
- Highly motivated with strong organisational skills with an eye for detail.
- Passion and committed to our ethos and values.
- A compassionate and non-judgmental individual with a warm telephone manner.
- To display a positive and enthusiastic approach to work.
- To be experienced in all aspects of Microsoft Office, including Outlook, Word, Excel and Teams.
- To be willing to undertake training and attend team meetings.