

JOB DESCRIPTION	
Job Title	Manual Handling Coordinator
Reports to:	Director of Social Care
Salary:	£32,000+ p.a., pro-rata
Hours of work:	22.2 hours per week
Job Purpose:	<ul style="list-style-type: none"> To lead the co-ordination of Manual Handling for Chailey Heritage Foundation, including staff training and competencies, and the manual handling assessments of all young people. To ensure that CHF meets regulatory requirements in relation to manual handling.
Main Duties & Responsibilities:	
<p>1. Regulatory</p> <ul style="list-style-type: none"> To be well informed about all legislative and regulatory requirements in relation to safe working practices for staff and the manual handling needs of all young people supported at Chailey Heritage Foundation, and to remain up to date with these requirements. To ensure all regulatory requirements are implemented and embedded into every day practice, proposing changes to relevant policies, procedures and paperwork where required. <p>2. Manual Handling Assessments</p> <ul style="list-style-type: none"> To complete a young person's initial/first Manual Handling Assessment and to model good practice. To have systems in place which monitor that safe MH requirements for young people are completed and up to date according to current requirements. To ensure that all manual handling assessment paperwork and careplans are in compliance with regulatory requirements and best practice guidance. To oversee a log of all manual handling assessments for all young people, including assessments for specific activities. To oversee systems that the young people's manual handling assessments are kept up to date and logged by the appropriate staff. To monitor this and highlight any problems to relevant line managers. <p>3. Training</p> <ul style="list-style-type: none"> To develop practical Manual Handling training for staff, including Manual Handling Assessor training and Competency Framework training that can be delivered by suitably experienced staff. <p>4. Manual Handling Assessors</p> <ul style="list-style-type: none"> To work with service managers to secure sufficient active Manual Handling Assessors to meet the needs of their service. 	

- To shadow and support newly trained Manual Handling Assessors until they are assessed as competent.
- To ensure Manual Handling Assessors complete the required minimum assessments within a twelve-month period to keep their skills current.
- To ensure all Manual Handling Assessors are shadowed at least once within a twelve-month period to assess reflective practice and identify any areas for improvement.
- To liaise with relevant line managers in regard to Manual Handling Assessors to ensure the Assessors carry out their duties as required.
- To chair bi-monthly meetings with manual handling assessors as part of information sharing, and coaching and mentoring assessors.

5. Manual Handling Forum

- To be accountable to the Manual Handling Forum, chaired by the Director of Social Care in line with the Terms of Reference.
- To provide reports and information to the forum on risk assessments, safety checks, out of date training and any other issues relevant to safe manual handling procedures.
- As a standing agenda item, to highlight and update forum members of any changes or updates in relation to regulatory and legislative requirements.
- To keep senior managers informed of any concerns or risks in relation to manual handling.

6. Support to staff

- To address Manual Handling difficulties identified by staff as they arise, possibly via a helpline, and manage/monitor changes to check their effectiveness.
- To provide a regular drop-in surgery for staff to respond to questions and problems as they arise.
- To make a final decision on best practice or appropriate techniques or equipment where there are differences of opinion between staff.
- To advise staff on back care best practice.

7. Slings

- To be responsible for the efficient use of sling budget delegating resources to each department area.
- To monitor the purchase and storage of slings, overseeing an inventory accessible to staff and the recording items on the Asset Register.
- To oversee the sling safety check process and to ensure accurate records are maintained.
- To maintain knowledge of commercially available slings, moving and handling equipment and suppliers

General Duties:

- To model excellent practice and maintaining the currency of all required qualifications and through CPD being well informed about development in the field and undertaking new qualifications as required.
- Maintain excellent communication with Chailey Heritage Clinical Services at all times sharing good practice and seeking advice where necessary
- To prepare reports and attend meetings as and when required
- Understanding and abiding by health & safety guidelines and ensuring others do the same.
- Maintain confidentiality of information regarding children and young adults at all times.
- To attend regular supervision sessions with line manager and undertake relevant training as and when required.

Professional Development :

- Undertake all induction and mandatory training in Chailey Heritage Foundation and any other appropriate training as required.
- To develop good working relationships with all members of staff and with our Young People where appropriate.
- To participate annually in Performance Management reviews.

Other:

- At all times to work within the confines of Chailey Heritage Foundation's confidentiality of information policy and protect information held on both staff and pupils, both paper and electronic exercising discretion, tact and diplomacy.
- Complying at all times with Chailey Heritage Foundation's policies and procedures including the Code of Conduct.
- To undertake any other task that may be reasonably asked of you by your line manager.

This is not a comprehensive list of all tasks required of the post-holder, it is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Person Specification		
Qualifications	Essential	Desirable
Occupational Therapy or Physiotherapy qualification	✓	
Recognised Manual Handling Assessor Training Qualification (e.g. EDGE training or similar)	✓	
Willingness to attend further training as required to remain up to date with manual handling requirements	✓	
Proficient numeracy/literary skills equivalent to GCSE C or above in English and Math	✓	
Knowledge and Experience		
Experience of working with children and/or adults with disabilities	✓	
Knowledge and experience of manual handling techniques and proven track record of delivering manual handling training	✓	
Knowledge and experience of slings and moving and handling equipment regularly used to support young people with complex moving and handling needs	✓	
Experience of manual handling risk assessment and of manual handling in relation to people with very complex physical needs	✓	
Knowledge of Health & Safety legislation and its application to manual handling activities	✓	
Can demonstrate comprehensive understanding and application of relevant policies and procedures	✓	
Skills and Abilities		
Able to communicate to a high standard and provide training for a range of people.	✓	
Able to demonstrate a practical, problem-solving approach to moving and handling issues	✓	
Good organisational, administrative and IT skills including use of Excel		✓
Able to work independently, using own initiative whilst working as part of a team	✓	
Able to prioritise and manage workload effectively in accordance with agreed deadlines	✓	
Qualities		
Able to liaise effectively with other professionals	✓	
Positive attitude towards diversity in general and specifically towards the rights, independence, inclusion and choice for young adults with complex needs.	✓	
Enthusiastic and positive attitude and approach	✓	

JOB DESCRIPTION AND PERSON SPECIFICATION

Able to work under pressure	✓	
Can demonstrate commitment to promoting the welfare of young people with disabilities	✓	
Special Conditions		
Willing to work flexibly	✓	
Full manual driving licence valid for UK		✓