

# Resource Mapping & Community Research Co-ordinator



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## Overview

The main purpose of this role is to resource information and store on in-house database which will detail a wide range of community based support, resources, services and activities available through the public, private, voluntary and community sectors and providers across and around Aberdeenshire. This information resource will be shared with the Care Data team based at ALIS, Oldmeldrum so that all information is available through its electronic database and will be used to source alternative, creative and different services that might best meet the outcomes of supported people.

## **We need you to:**

- Bring together in a usable and accessible format, a range of information about services, resources and assets available in the communities that make up Aberdeenshire and its surrounding area that could be accessed by anyone planning how to meet their own, or a person's care and support needs.
- Collect and collate information about services available throughout the geographical area that is up to date; an accurate reflection of services on offer and details the ways these can be accessed.
- Identify any risks associated with the project outcomes and to ensure these are accounted for and a management solution plan sought and implemented.
- With support from the SDS Aberdeenshire leader devise and put in place a communications strategy which ensures appropriate links to all stakeholders including a structure for keeping dialogue open with all stakeholders.
- Maintain and monitor the referral process and keep records for statistical purposes.
- Ensure together with the SDS Aberdeenshire Service that this resource gains a high profile and a reputation for being a comprehensive and essential resource for all.
- Be an integral part of the SDS Aberdeenshire service and to work closely with all the Advisors to gain and provide local knowledge and connections about services and support available at locality level.
- Ensure a sound working relationship to work collaboratively with a wide number of service user led groups across Aberdeenshire .
- Be an integral part of the SDS Aberdeenshire service and to work closely with all the Advisors to gain and provide local knowledge and connections about services and support available at locality level.
- Form a solid working relationship with the team at the Care Data/ALIS service at Aberdeenshire Council to ensure joint working and full integration with their systems and key work plans. This directory will add into the Care Data information provided currently and help to expand it considerably.
- Attend events, managing up-keep of social media for the SDS service ie sharing updates and pictures on social media.
- Carry out any other duties relevant to the post



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## Key ingredients of your role are to:

### **People we support**

- Be passionate about the delivery of great care and support focussed on helping people to live the life they choose
- Have a real passion to do the very best you can to ensure that the people we support and their families receive the highest quality of service
- Enjoy excellent, open and honest relationships with the people you support and their families while maintaining professional boundaries including adhering to the SSSC Code of Practice
- Be flexible and responsive to each individual's changing needs
- Always make decisions that are in the best interests of the people we support
- Maintain enthusiasm and drive in achieving our charitable purpose

### **People we employ**

- Recognise individual strengths within the Team and work together to ensure an effective, collaborative approach
- Share your knowledge and expertise with your Team and the wider organisation, contributing to a motivated, proud and empowered culture
- Be welcoming and accessible to colleagues and take time to hear, see and recognise their contribution and points of view
- Have a positive attitude, be excited about working in an empowered culture and always seek to solve problems and remove obstacles
- Encourage and support new ideas brought forward by your team and colleagues in the wider organisation

### **Partnerships**

- Always promote the culture, ethos and purpose of Cornerstone
- Establish, develop and maintain strong relationships with the people we support, families, colleagues, external contacts, corporate & community partnerships and stakeholders
- Nurture an external network that benefits the organisation and ultimately the people we support

### **Culture**

- Ensure Cornerstone's Values are embedded and reflected in all you do
- Create and contribute to an environment where creativity and excellence thrives
- Be responsible for your own personal and professional development
- Use your pioneering spirit to inspire everyone around you

### **Operating model**

- Any improvement to keep systems and processes as simple as possible should be highlighted to the relevant colleague e.g. Branch Leader, Coach, Cornerstone Central

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- Always trust that your colleagues will do the right thing and act in the best interests of the people Cornerstone supports

## **Technology**

- Effectively use and embrace technology to enhance the effectiveness of the service you and your Team deliver
- Explore new technological opportunities that will compliment and enrich the service you and your Team deliver

## **Person Specification**

- Educational Qualifications SCQF Level 5-7

You will also have obtained or be working towards at least one of the following:

- SVQ Level 3 in a related discipline

It is important that you have the qualifications for the role but it is just as important that you can demonstrate that your experience, values and attitude compliment Cornerstone's Aim, Mission, Vision and Values.

## **We need you to bring:**

- A passion for delivering excellent person centred care and support
- A caring and professional attitude
- Brilliant communication skills; both written and verbal
- A positive attitude to creative problem solving
- Ability to manage own workload and confident to work on your own initiative
- Ability to work collaboratively as a helpful, positive member of a team
- Confidence in the use of technology, including the ability to use and populate databases
- Excellent language and numeracy skills
- An understanding of working in an empowering, self-managing, coaching culture
- Excellent planning, organising and time management skills
- Ability to respond flexibly to emerging and changing circumstances

## **It would be great if you also have:**

- Sound knowledge of Self-Directed support and its aim
- Previous experience of working in a social care setting
- Experience of working in an empowering, self-managing, coaching culture
- A sound understanding of professional accountabilities and responsibilities