



CAMPBILL HOLLYWOOD
HOUSE COORDINATOR

INFORMATION PACK



WELCOME

Our community is a group of dedicated people committed to the Camphill ethos of building community and lives together.

Camphill was founded in Aberdeen, Scotland in 1940 by Dr Karl König. Camphill communities recognise the value and potential of each individual human spirit. Today there are over 100 Camphill Communities worldwide, all inspired by the work of Dr König and the ideas of Anthroposophy and the teachings of Rudolf Steiner.

In Camphill Holywood we have three guiding principles, linked to the three Camphill pillars which are;

- meaningful self-development,
- enriching social community and
- sustainable economic fellowship.

Camphill Holywood promotes the practice of high quality care and support for individuals, education, work and living/housing opportunities for all community members. Community members include adults with learning disabilities and co-workers (volunteer and employed), trustees and friends.

Meaningful self-development: Individual growth & learning, the space and opportunity for each individual to develop their talents and learn new ones. For staff/co-workers this means examining the self, your practice, your routines and your perceptions and seeking to work to the best of your ability for the people we support in a meaningful way. For adults with learning disabilities this can mean engaging in activities that you would like, learning new skills and making choices in your life.

Enriching social community: This concerns togetherness and the social and cultural sides of life - how we eat together, communicate and celebrate together. Camphill communities seek to provide a safe environment of people within which those with learning disabilities can thrive. Showing respect and understanding for each other, experiencing joy and fun together in our community and in the local community of Holywood and Northern Ireland.

Sustainable economic fellowship: We want to use the resources of the community, the land and our environment in a way which is not wasteful and which helps to sustain us, the planet and others for future generations.



THE COMMUNITY

A quick guide to Camphill Community Hollywood



We provide residential care for adults with learning disabilities, autism and other disabilities. Co-workers live and work alongside adults in the houses, helping them to have fun, fulfilling lives and to achieve their potential. There are no cooks and cleaners, we all engage in the tasks that need to be done together through life-sharing and a family-style atmosphere.

RESIDENTIAL CARE

WORKSHOPS

We have a vegetarian, organic cafe, bakery and shop. Some of the adults who live in our houses work here as well as other adults with learning disabilities. We promote good food, healthy choices, seek to reduce our carbon footprint and benefit the environment. We provide a place to engage in meaningful work for the benefit of the community, contributing to a sense of responsibility and value.



COMMUNITY



In Camphill Hollywood a rich social and cultural life is important, it helps individuals socialise, interact and feel part of a wider network of people. We celebrate many festivals where community members can participate and foster a community of open-minded people, fun and acceptance.

WORKING WITH US



Guiding Vision

“If a person works for another person, they must find in the other the purpose for his own labours: and if someone has to work for a whole community, they have to sense and to experience the value, being and the meaning of it. This is only possible if the community is something other than a more or less defined sum of single people.

Such a community must be permeated by a true spirit in which every one of its members participates. In such a community, each person should say: ‘This community is right and I want it to be so.’

The community must have a spiritual mission, and every individual should have the urge to help so that the mission may be fulfilled.”

From: Anthroposophy and the Social Question by Rudolf Steiner

WORKING TOGETHER...

- We have **no dress code**, uniforms are provided in the workshops to keep your clothes clean!
- We all **eat and socialise together** (when we can), **meals are provided** and everyone is invited to join our many festivals
- **Everyone is equal** - we are all co-workers, whether employed or voluntary - co-workers (whether in management roles or popping into assist for a couple of hours a week) and residents are all valued and each person has an important role in the community
- We **love ideas** and are constantly trying to do things better
- We like to have **fun** and socialise together
- We are **child friendly** and are sensitive to the needs of individuals and families
- We'll celebrate your **birthday** and life events
- Holiday entitlement increases with years of service - we recognise dedication and hard work.



THE PEOPLE

Structure at a glance

MANAGEMENT COUNCIL

The Board of Trustees, has responsibility for governance of the community, ensuring people in the community are safeguarded and the community is sustainable.

RESIDENTS

Adults with learning disabilities that live and work in the community. They contribute to the community in the workshops and in the houses.

DAY ATTENDEES

Adults with learning and other disabilities that live elsewhere but join our community to work and contribute in different day opportunities settings

EMPLOYED & VOLUNTEER CO-WORKERS

Provide vital support for the community in the residential care home, the workshops or both settings. Some may live-in, some may not! Co-workers have various roles in the community - house coordinators, workshop coordinators, assistants, garden helpers, drivers etc.

GENERAL MANAGER

Supports the Board - strategic and governance side of the community, takes care of the finances, ensures statutory requirements upheld, develops the policies & procedures & promotes the community to stakeholders.

COMMUNITY MANAGER

Operational side of the community, ensures residents, employed and volunteer co-workers in the residential care and workshop settings are happy and supported, implements policies and procedures.





HOUSE COORDINATOR

8 SHORE ROAD
HOLYWOOD
BT18 9HX

ROLE & JOB DESCRIPTION

SALARY: £18,000 - £20,000

HOURS P/W: 20-40 HOURS PER WEEK (INCLUDING DAYTIME, EVENING, WEEKEND, BANK HOLIDAY AND SLEEP-INS).

CONTRACT: PT/ FT / PERMANENT (ROTA)

THE ROLE

We are looking for house coordinators who will foster a supportive environment where residents are supported in all aspects of their lives, can thrive and develop independence.

YOU'RE THE RIGHT PERSON FOR US IF....

- You love to work with people
- You can show a commitment to promoting and fostering opportunities for people with learning and other disabilities
- You are passionate about caring and supporting adults
- You aren't afraid of a challenge and enjoy helping others
- You are reliable and have a good work ethic
- You are willing to participate in all aspects of community including festivals, training and team working

THIS JOB IS FOR YOU IF...

- You have care skills (either through previous work, volunteering or life experience)
 - You are looking for a new challenge in an understanding intentional community
 - You want to earn a little more than the living wage
 - You are able to work flexibly including daytimes, some evening, weekend and sleep-in shifts
 - You'd like a permanent contract with pension scheme and can work between 20-40 hours per week
 - You'd like an immediate start (or to start very soon!).
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PERSONAL SKILLS

ADAPTABLE
GOOD COMMUNICATOR
RELIABLE
HARDWORKING
TEAM PLAYER / PEOPLE PERSON

PROFESSIONAL SKILLS

PERSONAL & SOCIAL CARE
EMPATHETIC AND UNDERSTANDING APPROACH
GOOD WRITTEN AND VERBAL COMMUNICATION
UNDERSTANDING OF AUTISM AND LEARNING
DISABILITIES
BASIC NUMERACY & LITERACY

DUTIES AND RESPONSIBILITIES

Report to: Community Managers

Work with: Our vibrant and dedicated team of employed and volunteer co-workers, people with learning and other disabilities, young people.

House coordinators do their job well when...

- Residents are happy and supported
- They assist with residential care, personal and social support for adults in the community
- They work with management to ensure that statutory requirements are met
- They provide assistance with domestic & household needs such as cooking, cleaning, advocating for and encouraging residents
- Accurate and up to date records are maintained
- Policy, health safety and regulatory requirements are met
- A professional and understanding approach is shown at all times
- There is, in each person, a commitment to work within the ethos and values of our Camphill community.

Duties & responsibilities:

- Provision of emotional & practical support to our residents including helping with cooking, cleaning, personal hygiene, medicine & financial support
 - Understanding the need for privacy & confidentiality & ensure that residents' dignity and rights are upheld
 - To work to & understand, policies & procedures that enable the community to work effectively and fulfill statutory & regulatory requirements
 - Helping adults to understand information & make choices in their lives
 - Promote opportunities for adults to interact & integrate into the local community, including assisting attendance at religious services, day services & evening activities
 - Report any maintenance/repair requirements
 - Compiling and completing residents' records such as risk assessments, food diaries, care plans and reviews
 - Working in partnership with other staff, professionals and families to ensure residents' needs are met
 - Be accountable & take responsibility for own development as a care professional, undertake all training required and participate in reviews and supervisions
 - Participate in and share ideas and best practice in team and other meetings
 - Help to organise and facilitate cultural festivals and events (for example valentines' day, Easter, and Christmas activities).
 - Help to foster the Camphill ethos within the community and further afield.
 - Be honest, punctual, have a good work ethic and be willing to work through problems and/or challenging situations through communication, positive approach and flexibility
 - Other reasonable duties as required.
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READY TO APPLY?

FILL OUT AN APPLICATION FORM

Application forms can be downloaded from:

<https://www.camphillhollywood.co.uk/download-application-form>

if you cannot download the form, we can email it to you or post a paper copy to you, just let us know!

SOME PARTICULARS...

- For many roles in the community an Access NI check is required, this does not mean if you have a previous conviction you wont be considered so please do not let this put you off.
- For caring roles supporting adults we may require you to register with NISCC
- Training is provided for your role and we expect all co-workers to seek to continually improve practice
- Employed co-workers will have a job description that gives more details of the employed position, the criteria for the position and the hours and activities required. If you have not been provided with this, please ask us!

Thank you

WE HOPE YOU WILL JOIN OUR
COMMUNITY