

JOB DESCRIPTION

Job Title:	Care Co-ordinator
Job Location:	Brunswick Village
Reporting to:	Home Care Manager
Responsible to:	Care Services Manager
Hours of Work:	35 hours per week
Pay:	£ 19,179 - £19,946 (plus extra for on-call duties)

PURPOSE OF JOB (as set out in the draft contract of employment)

- a. To work as part of a team and share responsibility for the provision of a flexible, responsive, home care service to older people within their own homes.
 - b. To perform a wide range of duties, including recruitment and pre-employment checks for staff, maintaining staff rotas, ensuring visits are adequately covered etc
 - c. To handle enquiries about the service in a positive and effective manner and to work with the Home Care Manager to actively promote the service in the local area
 - d. To maintain office checks on compliance issues (as defined by the Home Care Manager) to ensure that our service meets with Care Quality Commission Standards
 - e. To communicate effectively with home care staff, clients, carers and professionals to ensure that the delivery of care is smooth, effective and of a consistently high standard
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TASKS

1. To ensure that weekly staff rotas are established that offer a reliable and consistent service to clients.
2. To co-ordinate day-to-day changes within the service and to be responsible for ensuring that appropriate cover is provided for all visits
3. To report observations and concerns with regards to the service users well being directly and promptly to the Home Care Manager.
4. To communicate with clients and their families to keep them informed of any changes to their service provision
5. To communicate effectively with the staff team to ensure the smooth running of the service.
6. To assist with staff recruitment and selection and pre-employment checks
7. To promote the service using various methods, to older people, their carers and to health and social care professionals
8. To maintain compliance systems established by the Home Care Manager and in accordance with the standards expected by the Care Quality Commission
9. To undertake such training as may be required from time to time.
10. To provide relief cover throughout the South Manchester area for other staff when required and to participate in the out of hours on call rota as required.