

Live Well at Home

Care Co-ordinator

Job Type: Permanent

Location: Cheltenham

Payscale: £17,500 - £21,000

Duration: Full time – 40 hours, plus on call out of hours 1 week in 4

Responsible to: Registered Manager

Live Well at Home is one of Gloucestershire's leading domiciliary care providers looking after more than 500 people within their own homes across Gloucestershire. We now have an exciting position for an experienced Home Care Co-ordinator to deliver a quality domiciliary care service. NVQ Level 3 in Health & Social Care required.

Responsibilities include:

- To ensure care is planned and delivered to :Legislative Standards Health & Safety/CQC/Employment Law/Company Policy & Procedure, Investor in People
- To ensure outcome required by both Care Professionals and Service Users are in line with Company Policies & Procedures and Company systems
- To ensure staff and self are supervised, managed and developed to be knowledgeable, capable and competent in their job role.
- To be involved in setting company performance targets and ensuring they are met

Candidates will be the first point of contact for care workers, providing advice and guidance when needed. You should be experienced in scheduling and organising rotas and will be expected to carry out assessments and spot checks as well as cover emergency care calls. Applicants should be conscientious, organised, reliable, and have a caring disposition. You must be able to communicate effectively, possess a good level of English and display management skills.

You should be self motivated and able to work on your own initiative, seeking advice from your manager when necessary. You must have your own transport and will be expected to complete a CRB check.

In return we will give you:

Excellent rate of pay, mileage allowance, on-going training and personal development

Company stakeholder pension scheme (optional)

Supervision and Appraisal Career Development

The opportunity to join a team of caring, like-minded people

Out of hours support

Team Building & Fundraising events

Staff uniform and personal alarm

Live Well at Home adheres to the General Care Council's Code of Practice, is regularly inspected by the Commission for Social Care and is an Investor in People. We are an equal opportunities employer.

For further information call Emma Russell on 01242 258247 or email erussell@livewellathome.co.uk