

Home Care Co-Ordinator

JOB DESCRIPTION



Kelly Park Limited

Policy Document: KP-0708

Version 2



Table of Contents

Introduction	3
Post Objectives.....	3
Conditions of Appointment.....	3
Duties and Responsibilities	3

Signed: Mr Paul Sanders - DIRECTOR

Date: 21st January 2015

Policy review date: 6th April 2016

Introduction

As a Home Care Coordinator of Kelly Park Limited you are required to be responsible for Home Care Support Workers and Service Users within a designated location. The Registered Manager will assign your area.

Post Objectives

Each Home Care Coordinator will ensure Service Users receive continuity of Care in conjunction with their care plan. The Home Care Facilitator will also be responsible for allocation of care to Home Care Support Workers on a weekly basis and report to the Registered Manager daily.

Conditions of Appointment

1. Payment of wages is by BACS or credit transfer through Lloyds TSB Bank four weekly.
2. The post holder will be required to give four weeks' notice in writing of his/her intention to terminate his/her employment.

Duties and Responsibilities

1. To check upcoming alerts daily ensuring upcoming events for Home Care Support Workers and Home Care Service Users are processed. You will also be required to monitor overdue items using the reports menu to ensure appointments are been made and targets met.
2. To ensure appointments are made with Service Users and Home Care Support Workers for the category of alert. Ensuring letters are sent and outcome letters linked to Home Care Roster using journals.
3. To ensure all new referrals are planned and schedules allocated to Home Care Support Workers. Also to ensure that all Service Users receive their Risk Assessment prior to commencement of Care or within 48hrs of the commencement date. Sending Welcome Letters and Outcome Letters linked to journals within Home Care Roster.
4. To ensure that all Home Care Support Workers are briefed prior to visiting Service Users and to ensure that no Home Care Worker is ever sent to a Service User without been introduced or shadowed.
5. To ensure that all information gathered from the Service User Risk Assessment is input into Home Care Roster and Care Notes Updated in Service Users Home. Schedules to be printed and placed in Service User Files.
6. To ensure that Home Care Support Workers are monitored / spot checked at least once within a four week period. Ensuring that training manuals are updated after spot checks and be a Mentor to Home Care Support Workers.
7. Check daily alerts for Home Care Support Worker Quarterly Supervisions and schedule appointments. Ensuring letters are sent and linked to Journals within Home Care Roster.
8. To monitor Home Care Support Workers dress code and attendance frequently and deal with anyone who does not comply.
9. To work as a Home Care Support Worker as and when required covering for sickness and holidays.
10. To attend a weekly management meeting with the Registered Manager adding any topics to the Agenda prior to meeting for discussion.
11. To update Registered Manager daily with spare capacity in your area.
12. To deal with any Service User increase, decrease or amendment to the Service Users current contract. Where contracts are changed new schedules to be printed and placed in Service Users Files. New Care notes to be placed in Service Users Homes each time a contract is modified.

13. To be on call one in four with the Duty Phone. Ensuring Home Care Roster is updated immediately with any amendments.

This job description gives a statement of the general purpose of the job and provides an outline on the duties and responsibilities involved. It is not intended to be comprehensive and it does not constitute a contract of employment.