

<b>Job title:</b>	Care Plan Coordinator
<b>Responsible to:</b>	Registered Manager
<b>Holiday/Sickness Relief:</b>	Team Leader / Shift Manager

### **Purpose of the Job**

- To promote and work within our values:



- To take responsibility for updating Resident monthly care plans.
- To assist with additional administration tasks.
- To work within our Code of Conduct / Behaviour Charter.

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### **Specific Duties & Responsibilities**

- To be aware of and work within charity policies and procedures ensuring that all relevant legislation is implemented.
- To arrange and facilitate Residents' assessments and admissions.
- To prioritise workload to ensure care plans and assessments are updated in a timely manner.
- To contact Residents' families to ask if they wish to be involved in care planning.
- To make contact with Residents' families monthly to keep in touch.
- To complete formal 6 month reviews and if there are issues then involve the senior team.
- To carry out assessments of potential Residents.

- To email families with updated information as and when necessary.
- To collaborate with Team Leaders and Care Staff regarding changes in Residents' medication and health and well-being.
- To attend mandatory training days / courses, on or off site as and when required.
- To assist in buddying new staff.
- To report to the Registered Manager or the Maintenance Team, any faulty appliances, damaged furniture, equipment or any potential hazard.
- To maintain a clean and tidy work area.
- To ensure that all information obtained remains confidential.
- To respect residents' privacy and dignity while helping them stay independent and ensuring their confidentiality.
- To greet and deal with all visitors in a professional manner.
- To participate in meetings, reviews, staff development and 1:1s as required within charity policies.
- To participate flexibly in rotas and routines as required by the charity.
- To attend and fully participate in training as required by the charity, including completing the staff induction programme.
- To assist in staff induction and training programmes as directed.
- To perform any other tasks that fit your role.
- To keep accurate records and reports using the charity's recording and information systems (PCS).
- To complete any other reasonable tasks assigned by the management team.

### **Person Specification**

- Be able to work collaboratively
- Have 1 year experience in a similar role
- Have excellent communication and interpersonal skills
- Be adaptable to change
- Have excellent observational skills
- Be able to build trust and rapport

- Have good time management and organisational skills
- Be willing to learn and develop
- Be approachable and able to connect and empathise with others
- Be able to use tech devices

**This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.**