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| **Job title:** | Care Plan Coordinator |
| **Responsible to:** | Registered Manager |
| **Holiday/Sickness Relief:** | 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.

**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.**

***I confirm I have received a copy of this job description***

***Name:***

***Signature:***

***Date:***