Hub 131, Londoneast Business & Technical Park, Yewtree Avenue, Dagenham, - None -, RM10 9BP

Phone: 07428723626

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PJ37 - Job Description - Care Coordinator

VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION		
Job Title:	Care Coordinator	
Reports to:	Registered Manager	
Job Overview: (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required)	 To provide leadership to care staff within Blueboard Care Services To provide care in accordance with current best practices, according to policy and procedures, agreed standards, legislative requirements, relevant regulations under the direction of the Manager To supervise the care delivery within the service To maintain skills at a current level, and undertake such training and development as may from time-to-time be required to maintain practices as up-to-date 	
Location:	Blueboard Care Services, but you may be required to work from other locations at the discretion of the company and with appropriate notice.	
Working Hours:	5 days over a 7-day period, as agreed with the manager	

	Responsibilities and Duties of the Job	
Role Specific Duties:	 Ensure Service Users are at the heart of the care delivery and their wishes and preferences enhance their wellbeing To ensure that all staff contribute to the efficient running of Blueboard Care Services and supervise staff To organise and co-ordinate care delivery in accordance with current best practices, according to policy and procedures, agreed standards, legislative requirements, and relevant regulations under the direction of the Manager and within the financial plans Ensure that the care service is delivered to Service Users at the times and for the duration specified in the relevant individual agreement(s) and contract standards Be responsible for promoting and safeguarding the welfare of those individuals they support 	
Working with Others:	 Develop effective working relationships with other employees within Blueboard Care Services Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for Service Users 	
Leading by Example:	Seek opportunities for personal and professional growth	
Personal Responsibilities:	Attend statutory training and any other training as directed by the management	

Blueboard Care Services

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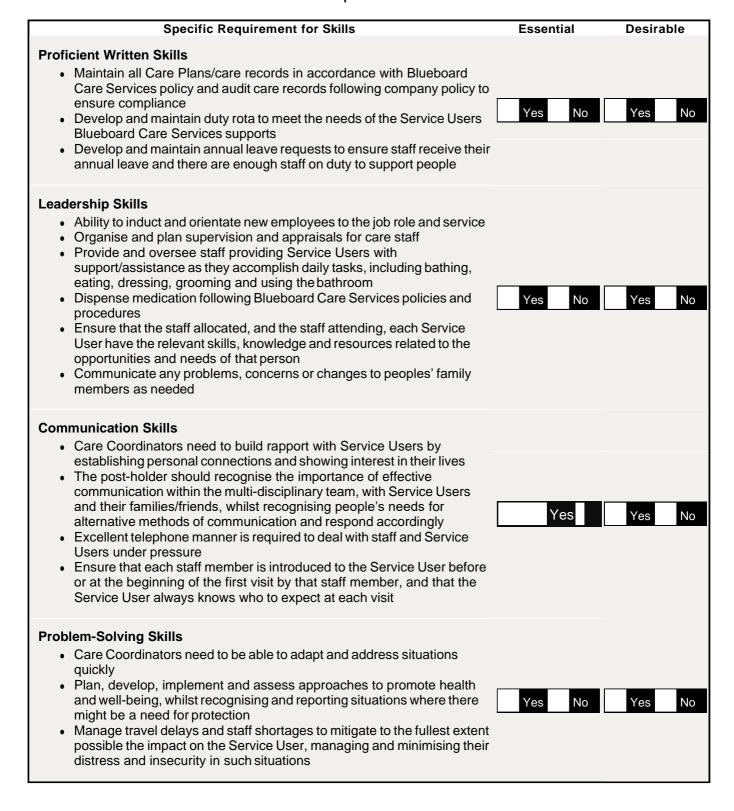
Person Specification		
Specific Requirement for Qualifications	Essential	Desirable
Good English - Written and verbal	Yes No	Yes No
RQF Diploma level 3	Yes No	Yes No
Supervisory or management qualification	Yes No	Yes No

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Specific Requirement for Previous Experience	Essential	Desirable
Previous experience of working in similar environment	Yes No	Yes No
Previous experience of working in similar supervisory role	Yes No	Yes No
Experience of working with Service Users, in particular, those that may have additional support needs	Yes No	Yes No
Knowledge of rota planning ensuring adequate staff on duty with correct skill mix and fair allocation of off duty/annual leave	Yes No	Yes No

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Value-Based Personal Qualities

Area	Specific Requirement
Working Together	 Involve Service Users, family, external agencies & colleagues Speak up when things go wrong
Respect and Dignity	 Understand person-centred care and can demonstrate treating people as individuals and respecting choices Promoting independence and encouraging appropriate risk taking
Everybody Counts	 Ensuring no one is discriminated against or excluded Understand human rights and impact on care delivery Facilitating people to 'speak up' about concerns and acting upon them
Commitment to Quality of Care	 Striving for quality in everything we do recognising and understanding what quality in care means for people using the services Being accepting about criticism and focusing on improvement Being open to new opportunities for learning and identifying the limits of skills and knowledge
Compassion	 Treating people with kindness Understanding the importance of empathy in all areas of employment Understanding the values of others and always providing a caring service
Improving Lives	 Focus on how things could be done better and sharing ideas Understanding of wellbeing and what is important to people using the service Improving outcomes for people Ensuring appropriate services are provided for people using the services