



## Healthy Living Centre

*Caring for our Communities*

### CONTACT US AT:



**HEAD OFFICE**  
Belcoo Healthy Living Centre  
1 Lattone Road  
Belcoo  
Co. Fermanagh  
BT93 5AQ



**Omagh Office**  
4L Gortrush Industrial Estate  
Omagh  
Co. Tyrone  
BT78 5EJ



[mail@lakelandcare.org.uk](mailto:mail@lakelandcare.org.uk)



[www.lakelandcare.org.uk](http://www.lakelandcare.org.uk)



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# LAKELAND COMMUNITY CARE LTD

## CARE COORDINATOR

### JOB DESCRIPTION

#### ACCOUNTABLE TO

General Manager

#### REPORTS TO

The Office Manager

#### AIM

To provide assistance to the Office Manager in managing the co-ordination of care in the Fermanagh & Tyrone communities. Build rapport with our excellent carer network and development/implementation of care plans to assist elderly people living in their own homes.

#### HOURS OF DUTY

Monday - Friday, 9am - 5pm

#### RATE OF PAY

Competitive - discussed at interview stage

#### LOCATION

Belcoo, Co. Fermanagh  
Omagh, Co. Tyrone

## TASKS

The various tasks to be performed by the Care Co-ordinator may cover all or some of the following, according to the individual needs of the business.

## SPECIFIC RESPONSIBILITIES

### Care Management

- Maintenance and updating of the “Care Free” database.
- Matching Carers to Clients and communication of care arrangements to both parties and to Social workers.
- Prompt reply to telephone and written queries from Carers/Clients and Social Workers.
- Building and co-ordination of rotas for assigned areas.
- Maintenance of carer's annual and sick leave.

### Personnel

- Maintenance of Carer employment records with due regard to data protection.
- Where necessary, to set up and maintain efficient and easily accessed filing systems, avoiding duplication of record keeping and ensuring that filing is kept up to date at all times.

### General Administrative and other duties

- To update training database and paper based training files.
- To update rotas on a regular basis.
- Answer telephone and deal efficiently with queries.
- Schedule training dates.
- Photocopying.
- Archiving & filing of documentation.
- To ensure all relevant information is available to meet monthly reporting deadlines.
- In all aspects of employment to have due regard for computer security, network management and maintenance.
- Provide on-call care co-ordination on a rota basis for which an additional allowance will be paid.
- To carry out all other reasonable duties as deemed appropriate by the Managers and Quality Assurance Officer.

### Essential Criteria

- NVQ Level 3 or equivalent
- Experience in Microsoft Office package including Word/Excel. Training will be given on the job for internal IT systems.
- Organisational and communication skills.
- Previous experience in a caring environment is preferred (not essential).

**All information relating to clients, their well-being and care received (eg. equipment, medication, aids etc.) should be treated in the strictest of confidence.**

This job description will be discussed with post holder and is subject to review on an annual basis.

It is not intended to be rigid or inflexible but should be regarded as providing guidelines with which the individual works. It should be noted that the duties of the post might be amended in accordance with the needs of the business.