# **Job Description**

# **Post Title:** Care Plan Coordinator

**Responsible to :** Team Leader / Shift Manager

**Purpose of the Job:**

To promote and adhere to the workplace values of Sheffcare:

* Kindness
* Dignity
* Respect
* Independence
* Choices

To take responsibility for updating Resident Monthly Care Plans and other administration duties as required by the Registered Manager / Shift Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Arrange and facilitate assessments and admissions
2. Prioritise workload to ensure Care Plans and Assessments are updated in a timely manner
3. Contact residents’ families to ask if they wish to be involved in Care Planning
4. Make contact with residents’ families monthly to keep in touch
5. Complete formal 6 month reviews and if there are issues then involve the senior team.
6. Carry out Assessments of potential residents.
7. Email families with updated information as and when necessary
8. Liaise with Team Leaders and Care Staff regarding changes in residents’ medication / health and well-being.
9. Attend mandatory training days / courses, on or off site as and when required.
10. Ensure all training is kept up to date.
11. Optimise the information in relation to PCS.
12. Understand and ensure the implementation of policies and procedures.
13. Report to the Registered Manager or the Maintenance Team, any faulty appliances, damaged furniture, equipment or any potential hazard.
14. Maintain a clean and tidy work area.
15. Ensure that all information of a confidential nature gained in the course of work is not divulged to third parties.
16. Carry out any other tasks that may be reasonably assigned to you.
17. Greet and deal with all visitors in a professional manner.
18. To understand and comply with fire and H&S precaution procedures.
19. To participate in meetings and 1:1s as required within company policies.
20. To participate flexibly in rotas and routines as required by Sheffcare.
21. To undertake any other duties applicable to the grade and post.
22. Any other reasonable request made by a member of the management team.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list