



October 2015

1. JOB IDENTITY

Post Title:	Care Team Co-ordinator	Service:	Health & Social Care
Section:	Home Care	Grade:	Care I
Reports to:	Home Care Manager		

2. JOB PURPOSE

- Manage a 'Care at Home' service to deliver a high performance, customer focused quality service that meet the needs of the customer and ensures compliance to national Care standards and regulations

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Line management of Home Carers, ensuring that they undergo induction, training and ongoing development including team meetings, supervision, and Employee Annual Review, applying Aberdeenshire council HR policies, procedures and SSSC codes of practice
- Ensure that quality assurance assessments are being carried out to Care at Home standards, identifying training needs for home Carers where appropriate
- Work in accordance with National Care standards and Care at Home registration with the Care Inspectorate to ensure that a high quality service is delivered
- Communicate, liaise and participate effectively within a wider Health and Social Care Team
- Manage staffing budget and monitor expenses effectively
- Identify and initiate Home Carer recruitment when required, leading in the selection process
- Organise and lead monthly Home Carer meetings
- Operating an electronic scheduling rostering and monitoring system, to manage the effective provision of care at home to service users, ensuring that the needs of the service users are met.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- SVQ Level 3 in Health and Social Care or equivalent and 2 management units and or willingness to work towards
 - Relevant SSSC registration or must obtain this within 6 month timeframe

5. EXPERIENCE

- Essential:**
- Experience of working in a Community Care setting with older people, people with disabilities or other service user group
 - Experience of budgeting
- Desirable:**
- Experience of staff management including recruitment, supervision, training and support

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good staff management skills with the ability to motivate and lead team of carers
 - Proficient computer skills and ability to undertake additional training on new systems as and when required
 - Knowledge of needs and rights of older people and people with disabilities
 - Good literacy and numeracy skills
 - Organisational and time management skills
 - Ability to represent and promote the service and to work and sustain appropriate inter professional relationships at all levels
 - Good communication skills - written and verbal
 - Ability to problem solve and prioritise under pressure
 - Ability to work well as part of a team and on own initiative
 - Ability to travel in Aberdeenshire

7. ADDITIONAL REQUIREMENTS

Driving Compliance

Authorised Car User
It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments.
The employee will also be required to produce their licence, on request, at periodic intervals.

	Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this Post

Agreed