

Job Title :	Care Coordinator
Qualification:	Health and Social Care Management/Experience as a senior or care coordinator
Main responsibility:	Recruiting staff and supporting and coordinating support packages
Job role:	<p>Communicating with social workers, brokers about new and existing clients</p> <p>Assessing new clients, support planning, risk assessments and reviewing people's support packages</p> <p>Rostering, supervising, and supporting Support Workers in their work</p> <p>Assisting the senior manager in ensuring the service is running smoothly</p> <p>Responding to reports/ complaints relating to the quality of the service and implementing improvements</p> <p>Work effectively with commissioners, social workers, our clients, their families and representatives about our clients</p>
Must have	<p>IT skills and reflective approach to your work</p> <p>Willingness to progress to more senior roles</p>
Benefits	<p>A salary depending on experience from £13.95 to</p> <p>Paid induction training</p> <p>Free DBS check</p> <p>28 days annual leave</p> <p>Joining bonus OF £300.00 paid at the end of the 6th month or at end of probation</p> <p>Annual bonus based on your job performance</p> <p>Opportunity to develop into more senior role</p>
Apply	Email CV to admin@carenavigation.org