

JOB DESCRIPTION: CARE COORDINATOR

Job Title:	Care Coordinator
Responsible to:	Directors
Working Hours:	Part-time, flexible role
Place of Work:	Arbury, Cambridge (CB4 3NJ)

As care coordinator you will be coordinating a small team of part-time carers, who care for a gentleman with physical and learning disabilities in his own home. There are only 1 to 2 care staff on shift at any given time.

The gentleman has a very calm and kind personality, and no behavioural problems. He is a wheelchair user, and cannot communicate verbally but communicates on many other levels. He is a Christian, so his wish is for his home to be a place where the Bible is read to him, prayers are said with him, and he is supported in his chosen Christian belief and values. He requires 24/7 care and currently has an amazing team of carers who support him very lovingly for the long-term.

We are looking for a very special and caring person to provide leadership to the care team on daily basis, with significant support from Mannawell's directors and the person's family. The role is to coordinate the team in helping him to live in his own home. The care coordinator will ensure that the person's needs are met, will value the important of his choice and decision making in his life, and will actively seek to encourage his gifts and abilities.

The position is available immediately once a suitable candidate has been found. A period of assessing the candidate's match to the disabled person and his care team, and suitability for the role will be part of the recruitment process. Several weeks of hand-over of essential roles will be provided, and then continued support as described above.

Working Hours:	This role is part-time. A daily 1 to 2 hour visit to the care team onsite in Arbury, North Cambridge is required daily during the week and some weekends. Hours can be flexible, and will be discussed during the interview. The care coordinator will be available to be contacted by the day-time carers for urgent queries during their shifts.
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Main purpose of role

- To **manage a house** for one person with a learning disability and their small team of part-time care staff, in line with the mission and values of Mannawell, the requirements of the Care Quality Commission (CQC) and best practice in the delivery of care to people with a learning disability.
- To **maintain the highest standards of quality of care**, through providing on-site direction to the care staff, assessing the daily care

and support provision, ensuring adequate stock of resources for care provision and nutritional needs.

- To **help set the rota for the service**, including management of the care team's annual leave and sickness cover. To coordinate the rota so that there is always sufficient care staff on duty, and to be part of the recruitment and selection process (as and when needed) for new care staff.
- To ensure that the highest quality of care support is provided to the person in a compassionate and caring manner by the staff, and as set out in their **person-centred plan**. To ensure that the person feels safe and valued at all times.
- To ensure the person is encouraged to participate in stimulating and creative **activities**, using communal facilities wherever possible. Mannawell aims to celebrate each person's life and to make known their gifts, skills and abilities.
- To **support care staff** through conducting regular one-to-one supervisions. The aim of supervision is to provide direction and support, and resolve any challenges that might arise.
- To **ensure that the needs of the person are met**, including medication management, and to ensure that their gifts are promoted. To encourage links with the local community and local churches, according to the service user's preferences.
- To **ensure a regular rhythm of prayer and Bible reading**, in accordance with the needs and preferences of the person with learning disabilities in the house.
- To **maintain a sense of community** and belonging within the house for all members of the service, and to create an atmosphere of listening, respect and forgiveness. To foster a spirit of welcome towards visitors, new workers, friends, family, neighbours and professionals. To build a community around the person, including integration into the wider community.
- To **maintain high standards of communication** ensuring an effective flow of information within and outside of the service, with family members and external health professionals.
- To **ensure all service records are maintained** according to Mannawell policy and CQC requirements delegating where appropriate.
- To maintain health and safety for the house, and ensure standards are met. To ensure the home, garden and vehicle are in good order and report all repairs and health and safety hazards.
- To work closely with the Directors to monitor and review appropriate policies, plans and procedure. To present verbal and written feedback to the Directors when required at meetings and reviews.

OUR VISION FOR CARE AND SUPPORT

Mannawell is a local organisation and our mission is to provide compassionate care and support to people with learning disabilities to help them live a full and joyful life. We aim to help them in line with the Christian principle of loving your neighbour: “Love is patient, love is kind... It always protects”. In so doing, Mannawell aims to be the visible ambassador for both the individuals with disabilities and their families, and to give them a voice.

OUR PURPOSE

“Loving care and support, new every morning.”

Mannawell is a UK registered non-profit organisation, registered with the Care Quality Commission (CQC), that focuses on providing person-centred care and support services to people with learning disabilities. The setting for the provision is in a person’s home, where they may be living on their own, living with family, or living together with others of similar needs. Mannawell offers support services in Cambridge. Mannawell will provide each person with the support they desire and which meets their daily needs, and wishes to support the person build community and relationships with family, friends and volunteers.

OUR VALUES AND PRINCIPLES

Caring with compassion:	We seek to serve each person with love and compassion, in accordance with the Christian value and principle of loving your neighbour.
Serving with humility:	Our commitment is to humbly serve the people we support by carefully listening to them and their families, and to uphold their dignity.
Celebrating life:	We aim to celebrate each person’s life and to make known their gifts, skills and abilities, and to make them and their families feel safe and valued. We will always innovate.
Supportive and open:	We are an organisation that is supportive to all those who turn to us; those we support, our staff team and all our stakeholders. We are honourable in how we carry out our business.