**JOB DESCRIPTION**

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| **JOB TITLE:**  | Care Plan Coordinator |
| **REPORT TO:**  | Home Manager |
| ****JOB SUMMARY**** This job description is a statement of the core duties of the Care Plan Coordinator, but it is not an exhaustive list. SLW Ltd may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.The Care Plan Coordinator will work closely with the Home Manager and operational staff, and will provide key support to the group’s operational activity.The Care Plan Coordinator will be responsible for implementing, auditing of and ensuring electronic care records are kept upto date having regard to the CQC’s standards. ****Duties and Responsibilities**** * To report to senior management at arranged meetings.
* To keep up to date with research and changes in relevant legislation, guidance, regulation or practice standards to inform best practice and best use of resources with regards to implementation of care plans.
* To provide a proactive approach to auditing within the electronic care records to ensure that quality of work across SLW Ltd is maintained.
* To ensure care plans are implemented within an agreed timeframe given and be able to meet deadlines given as required.
* To be able to prioritise your workload ensuring that relevant assigned tasks are completed.
* To communicate in a professional manner whilst maintaining a professional approach to your work and with respect to your environment.
* To collate sufficient information required in order for care planning to be structured and adapted to the needs of the service users, whilst ensuring a person centered approach is achieved.
* To provide advice and support to senior care staff with respect to updating and reviewing of care plans.
* For the implementation of ADHOC care plans when required.

**Training & Development*** **Maintain professional knowledge and competence.**
* **Attend mandatory training days/courses, on or off site as and when required.**

****Skills/Qualifications***** Fluent English (both written and spoken)
* Exceptional report/Auditing writing skills
* Intermediate level or above Microsoft Office skills
* Great communication and interpersonal skills
* Team player and a joy to work with
* Good attention to detail
* Ability to work under pressure
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# ****Policies and Procedures****

To be up to date on, and follow, the relevant procedures contained in the Home’s Policies and Procedures file as they affect your job and its responsibilities.

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

SLW Ltd reserves the right to amend this job description from time to time, according to business needs.

I have read, understood and agree to the duties and responsibilities in the job description for the post of Care Plan Coordinator.

Name:

Signature:

Date: