

Job Description: Care Coordinator

About Coombe House Residential Care Home

Coombe House Residential Care Home is an Outstanding-rated, family-run care home, located in the stunning Area of Outstanding Natural Beauty in Streatley, Berkshire. We are dedicated to creating a warm and nurturing environment where our residents can live as independently as possible, while receiving exceptional care every day.

We are seeking a passionate and dedicated **Care Coordinator** to join our team. In this pivotal role, you will support the Home Manager and Deputy Manager in the day-to-day operations of the home and, at times, take full responsibility in their absence. If you are a proactive and compassionate individual who thrives in a dynamic care environment, this role is perfect for you.

Why Join Us?

- Be part of a highly regarded care home rated Outstanding by CQC.
- Work in a close-knit, family-oriented environment.
- Opportunity to make a meaningful difference in residents' lives every day.
- Training and development opportunities to grow your career.

Key Responsibilities:

General:

- Supervise and support care staff, ensuring efficient operations and a positive atmosphere within the home.
- Act as the Responsible Person in charge during shifts.
- Assist the Registered Manager with staff rotas, ensuring adequate coverage at all times.
- Support CQC compliance, including preparing and submitting notifications (e.g., incidents or changes) — training provided.
- Stay updated on CQC legislation and implement necessary changes in consultation with management.
- Participate in staff meetings, contributing to agendas and sharing innovative ideas.

Medication Management:

- Oversee the home's medication management using Access EMAR.
- Order, check in, and sign for residents' monthly medications.
- Conduct regular medication audits and spot checks.
- Ensure staff receive annual medication training and competency assessments.
- Assess the competency of new staff in administering medications.

Care Planning & Risk Assessment:

- Oversee personal care plans to ensure residents' needs are met.
- Conduct monthly reviews (or more frequently as needed) of care plans and update them as required.
- Develop and review risk assessments, adjusting them in response to changing resident needs.
- Ensure incidents and accidents are logged accurately, update risk assessments, and liaise with Care Home Support or District Nurses when necessary.
- Promote a person-centred approach by ensuring staff log shift information appropriately.

Health Professional Liaison:

- Act as the primary contact for GPs and other medical professionals.
- Communicate updates regarding residents' care needs with their relatives.
- Arrange, order, or collect out-of-cycle medications as prescribed by GPs.
- Refer residents to appropriate support services (e.g., Care Home Support Nurses, District Nurses) and action their recommendations while logging visits accurately.
- Manage emergencies during duty, including contacting emergency services when necessary.

Care Assistant Duties:

- Perform daily care assistant tasks if required based on staffing levels and the needs of the home.

What We Are Looking For:

- Minimum NVQ Level 3 in Health and Social Care (or equivalent qualification).
- Proven experience in a similar role within a care home environment.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- A compassionate, proactive, and solution-focused approach.

What We Offer:

- Competitive salary, £15/ hr.
- Comprehensive training and development opportunities.
- A supportive and friendly working environment.
- The chance to work in a beautiful setting with a dedicated team.

Job Type:

- Full time, 36 - 40hrs / week negotiable



Join Coombe House Residential Care Home and play an integral role in providing outstanding care to our residents. Apply today to become part of our passionate and professional team!