



Registered Charity Number 1072416

## **Domiciliary Service Coordinator Required**

The Haven Homecare Trust is a Christian charity looking for a Part Time Service Coordinator to join the team working with the Registered Manager in running Haven Homecare Domiciliary Care Agency.

We are looking for an applicants with at least 2 years experience of working within a health, social care or community group setting, in a supervisory role, preferably with a relevant care supervision, management or nursing qualification.

The post needs to ensure the smooth running of the service by:

- Assessing and determining the needs of service users and ensuring the carers provide a high quality and appropriate service to meet those needs.
- Assisting in the recruitment, induction training and supervision of staff.
- Monitoring staff and service users including periodic evaluation of service impact.
- Scheduling visits to clients using a cloud-based scheduling tool.

### **JOB DETAILS**

- **Hours: 20-24 hours, Monday – Friday with negotiable days and times to suit service and self with some additional evening and weekend on-call duties.**
- **Salary: £10.00 an hour plus an on-call allowance of 10% of the hourly rate for all additional on-call duties undertaken.**
- **Annual Leave 36 days per year pro rata including statutory bank holidays.**

For an application pack or more information please contact Meryl Nilsen (Service Administrator) by telephone 02920617009 or email [meryl.nilsen@havenhomecare.org](mailto:meryl.nilsen@havenhomecare.org)

Closing date for application is Friday 12<sup>th</sup> October.