



We are recruiting for an exciting opportunity within our growing services as position of

## **Care Coordinator (temporary 12 month contract)** **For our Home Care and Support Service**

40 Hour week with a salary of £22,499.57

**We are seeking a dynamic and motivated individual to join our team based in Cheltenham.**

**The role predominantly involves the coordination of staff shifts using the Staffplan Rota System for our domiciliary care service, and supported living.**

**The successful candidate will also be involved in managing electronic call monitoring (ECM) as well as overseeing that care and support of a high standard is delivered in our services.**

**As a member of the senior management team the ideal candidate will also be involved in recruitment and staff supervision as well as assisting in managing the domiciliary care service including initial and ongoing assessment of service users.**

**A flexible approach and carrying out on-call duties when rostered to do so.**

**St Vincent's & St George's has a long and established history of providing care and support to people with a wide range of disabilities and health conditions in Gloucestershire. We are committed to offering an exceptional standard of care within all of our services.**

**Previous experience within the care sector and knowledge and understanding of rostering system, a full driver's licence and an enhanced DBS disclosure application is essential.**

**Previous coordinator or supervisory experience is desirable, however full training will be provided to the successful applicant.**

**If you are interested please contact Bernie Murray for an application and job description.**

**[Bernie.murray@stvsandstgs.co.uk](mailto:Bernie.murray@stvsandstgs.co.uk) or 01242 515035**

**Start Date for post – January 2021**

**Closing date for applications: 27.11.2020**

**Interviews week commencing 30.11.2020**