

## JOB DESCRIPTION - CO-ORDINATOR

JOB TITLE: Care Co-ordinator

ACCOUNTABLE TO: Domiciliary Care Services Manager / Supervisor

### RESPONSIBILITIES:

1. To manage the administrative functions of the Organisation's business on a daily basis.
2. To be on call for emergency purposes Monday through Sunday.
3. To ensure proper filing of reports and documents, with due regard to the provisions of *The Data Protection Act, 1998*, as appropriate.
4. To manage the Organisation's computer data base and word processing functions. To organise computer files and to ensure their regular and timely back-up according to documented procedures, and with due regard to the provisions of *The Data Protection Act, 1998*, as appropriate.
5. To answer the telephone and to manage calls from clients, staff and Social Services in a professional and courteous manner.
6. To manage the Organisation's Quality Documentation System of policies, procedures and record forms, and to advise staff of any up-dates, amendments or other changes to policies, procedures and care standards.
7. To manage the Organisation's client / staff data base, inputting and amending data as appropriate.
8. To organise client visits and to undertake client visits when calls are not covered.
9. To participate in Quality Management Review Meetings, to take minutes of such meetings and to prepare typed minutes for signature and distribution.
10. To participate in the interviews of job applicants, and to maintain proper records of interviews in accordance with the latest employment legislation.
11. To support and assist new members of staff. To assist in induction training and "shadowing" of new staff, as appropriate.
12. To undertake spot audits of service delivery in accordance with documented procedures.